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LASER CLASS® 700 Series

Facsimile Guide

ENG

Outside front side

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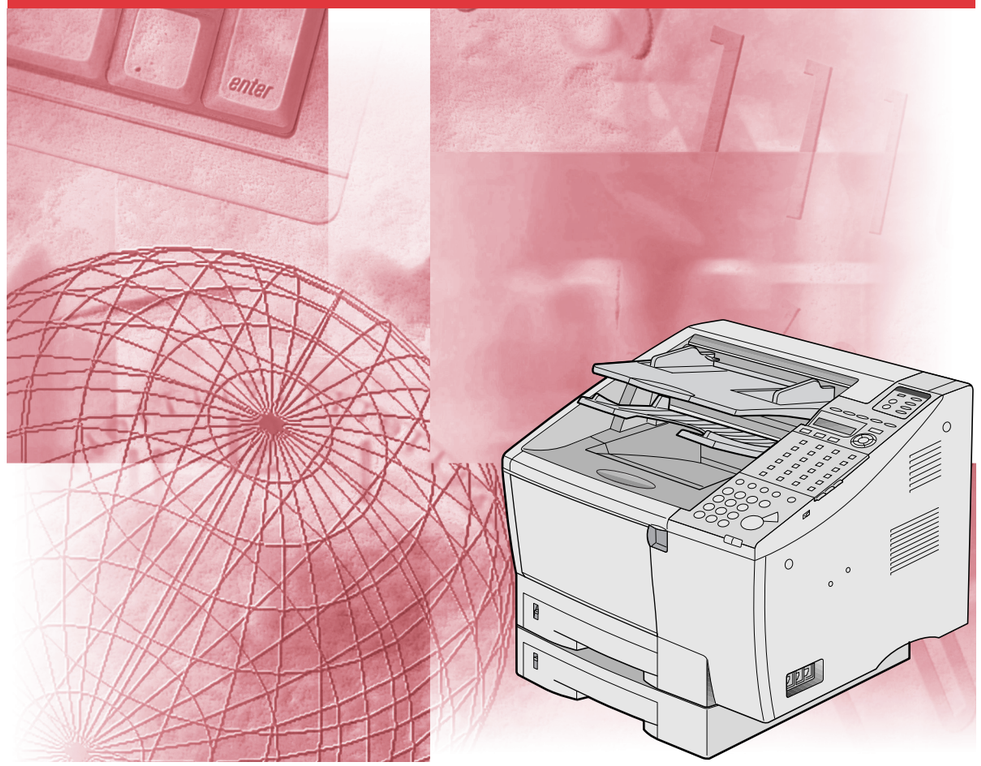
LASER CLASS® 700 Series

Facsimile Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

LASER CLASS 700 Series Facsimile Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Basic Operations** • **Troubleshooting**	**Reference Guide**
• **Sending Instructions**	**Sending Guide**
• **Fax Instructions**	**Facsimile Guide** **(This Document)**
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Setup Guide for Network Printing**
• **Remote User Interface Instructions**	**Remote UI Guide**
• **Network Connectivity and Setup Instructions**	**Network Guide**
• **PCL Printer Instructions**	**PCL Printer Guide**
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**
• **Fax Driver and Cover Sheet Editor Installation and Instructions**	**Fax Driver Guide** with Cover Sheet Editor

The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Using Speed Dialing

Chapter 3 Sending Documents

Chapter 4 Receiving Documents

Chapter 5 Using the Machine as a Copier

Chapter 6 Using a Relay Network

Chapter 7 Using Confidential Mailboxes

Chapter 8 Using Polling

Chapter 9 Special Sending/Receiving Features

Chapter 10 Other Special Features

Chapter 11 Summary of Important Settings

Chapter 12 Printing Reports and Lists

Chapter 13 Troubleshooting

Chapter 14 Appendix

Includes the specifications of the machine, the type of documents you can scan, the glossary, and the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon LASER CLASS 700 Series. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

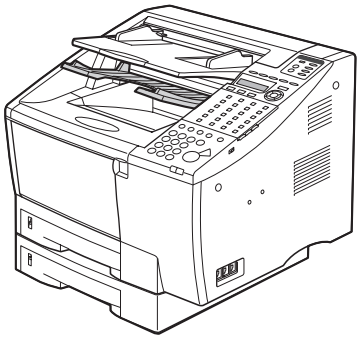
The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

Press [Start].

Press [Data Registration].

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the LASER CLASS 710.



The model LASER CLASS 710 is used for illustration purposes in this manual. When there is any difference between the three models, it is clearly indicated in the text, e.g., “LASER CLASS 720i only.”

Legal Notices

Users in the U.S.A.

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 8, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. Only a single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/fax operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, such as the 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Public Branch Exchange) unit without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

This machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise". Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending or receiving of documents.

CONNECTION OF THE EQUIPMENT

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total RENs contact the telephone company to determine the maximum REN for the calling area.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

Note: RENs are associated with loop-start and ground-start ports. Do not use for E&M or digital ports.

Even if the dual-line option is installed, the REN is applicable to each port.

This equipment if it uses an optional telephone receiver is hearing aid compatible.

IN CASE OF EQUIPMENT MALFUNCTION

Should any malfunction occur which cannot be corrected by the procedures described in this User's Guide, disconnect the equipment from the telephone line and unplug the power cord. The telephone line should not be reconnected or the switch turned on until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for servicing of equipment.

RIGHTS OF THE TELEPHONE COMPANY

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. Also, you will be advised of your right to file a compliant with the FCC if you believe it is necessary.

WARNING

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the procedure to register your name, unit's telephone number, time, and date (See page 1-16).

Warning for the LASER CLASS 710

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.

WARNING

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Warning for the LASER CLASS 720i/730i

Facsimile Transceiver, Model H12229/H12230

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interferences,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.

⚠ WARNING

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516)328-5600

Users in Canada

Pre-installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 8, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. Provide only a single line to touch-tone or rotary telephone set terminated with a standard 4-pin modular telephone plug. (Touch-tone is recommended if available in your area.)
2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/fax operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or the equivalent. Use one line per unit.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards such as the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX without Camp On signals is also permitted with a fax machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing, or send special codes which may cause a fax error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (single or duplex). It should be independent from copiers, heaters, air conditioners or any electrical equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The RJ11-C modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Avis

Le prsent matriel est conforme aux spcifications techniques d'Industrie Canada applicables au matriel terminal. Cette conformit est confirme par le numro d'enregistrement. Le sigle IC, plac devant le numro d'enregistrement, signifie que l'enregistrement s'est effectu conformment une dclaration de conformit et indique que les spcifications techniques d'Industrie Canada sont t respectes. Il n'implique pas qu'Industrie Canada a approuv le matriel.

Before installing this equipment, users should ensure that it is permitted to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single-line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

The Ringer Equivalence Number (REN) of this terminal equipment is 0.3. The REN assigned to each terminal equipment provides an indication of the maximum number of terminal allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all devices does not exceed five.

Even if the dual-line option is installed, the REN is applicable to each port.

Avis

L'indice d'équivalence de la sonnerie (IES) du présent matériel est de 0.3. L'IES assigué à chaque dispositif terminal indique le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une ombinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Super G3

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

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Before You Start Using This Machine

1
CHAPTER

This chapter explains what you should know before using this machine for faxing, and its main features.

Main Features 1-2
Operation Panel Parts and Functions 1-6
One-Touch Panels Closed 1-6
One-Touch Panels Opened 1-9
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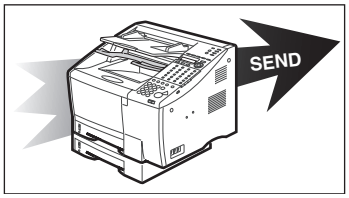
Switching Between the Two Lines 1-35

Main Features

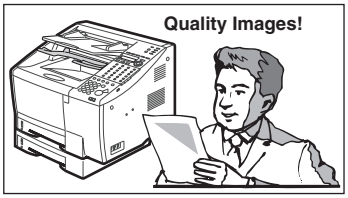
■ Improved Speed

Your machine is equipped with the ITU-T (International Telecommunication Union-Telecommunication Standardization Sector) standard V.34 mode which enables transmission speeds up to 33.6 Kbps, more than double the rate of older G3 fax models.



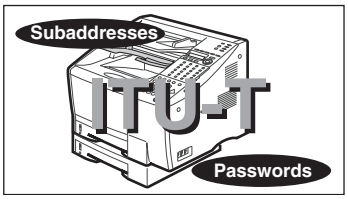
■ UHQ (Ultra High Quality) Image

Canon's ultra high quality image processing produces excellent reproductions of the documents you send and copy.



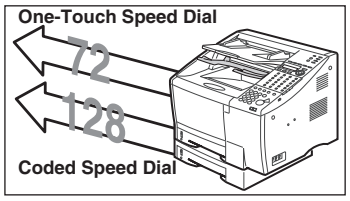
■ Full Support of ITU-T Subaddresses and Passwords

You can employ ITU-T subaddresses and passwords to communicate not only with other Canon fax machines, but fax machines of other manufacturers.



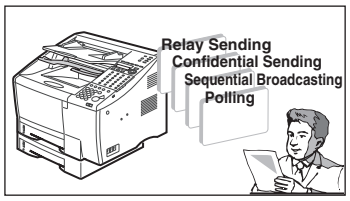
■ Automatic Dialing

Includes one-touch and coded speed dialing, directory dialing, group dialing, and access code dialing which enables you to send the same document to several destinations by pressing a single key or just a few keys.



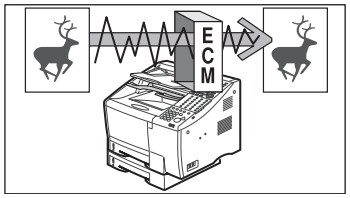
■ Variety of Send and Receive Features

Includes sequential broadcasting, polling, relay sending and receiving, and confidential mailbox sending and receiving.



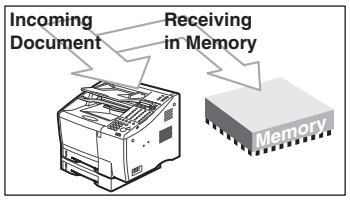
■ ECM Send and Receive

ECM (Error Correction Mode) reduces errors during sending and receiving on noisy or poor quality telephone lines.



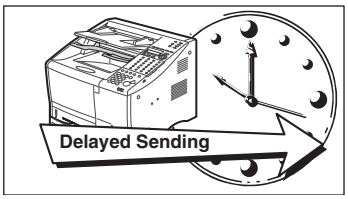
■ Receiving in Memory If You Run Out of Paper or Toner

If you run out of paper or toner while you are receiving a document, the machine continues to receive by storing the remainder of the document into the machine's memory so you can print it out after you refill the paper cassette or replace the toner cartridge. A memory backup function also safeguards the contents of the memory for approximately 12 hours after a power failure.



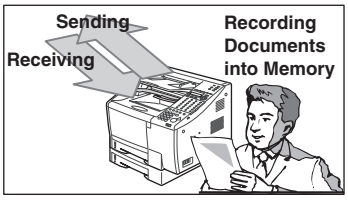
■ Delayed Sending

Scan a document into memory and set the machine to send the document at a later time. This enables you to take advantage of holiday or late night telephone rates.



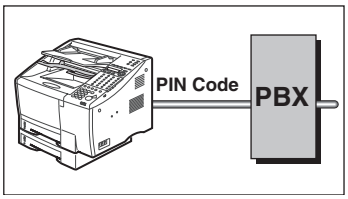
■ Dual Access

Even while you are sending or receiving a document, you can continue to use the machine to register information or record documents into memory.



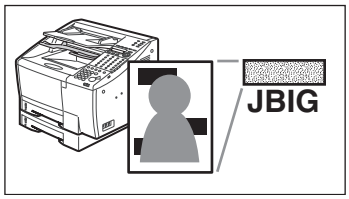
■ Better Security with PIN Codes

For PBXs (Private Branch Exchanges) that require PIN (Personal Identification Number) codes to acquire an outside line, you can activate the PIN code feature with a user software switch included with the user data settings. For better security, PIN codes are not displayed on the LCD display during dialing (only a <C> appears), and they do not appear on printed activity reports.



■ JBIG, Improved Image Data Compression

JBIG (Joint Bi-Level Image Experts Group) is a new ITU-T standard image data compression method. JBIG's compression method allows data to be compressed more efficiently* than MMR (Modified Modified Read), a conventional compression method. JBIG is especially effective when transmitting halftone image documents. The smaller data size requires less transmission time, and JBIG saves you time and money.

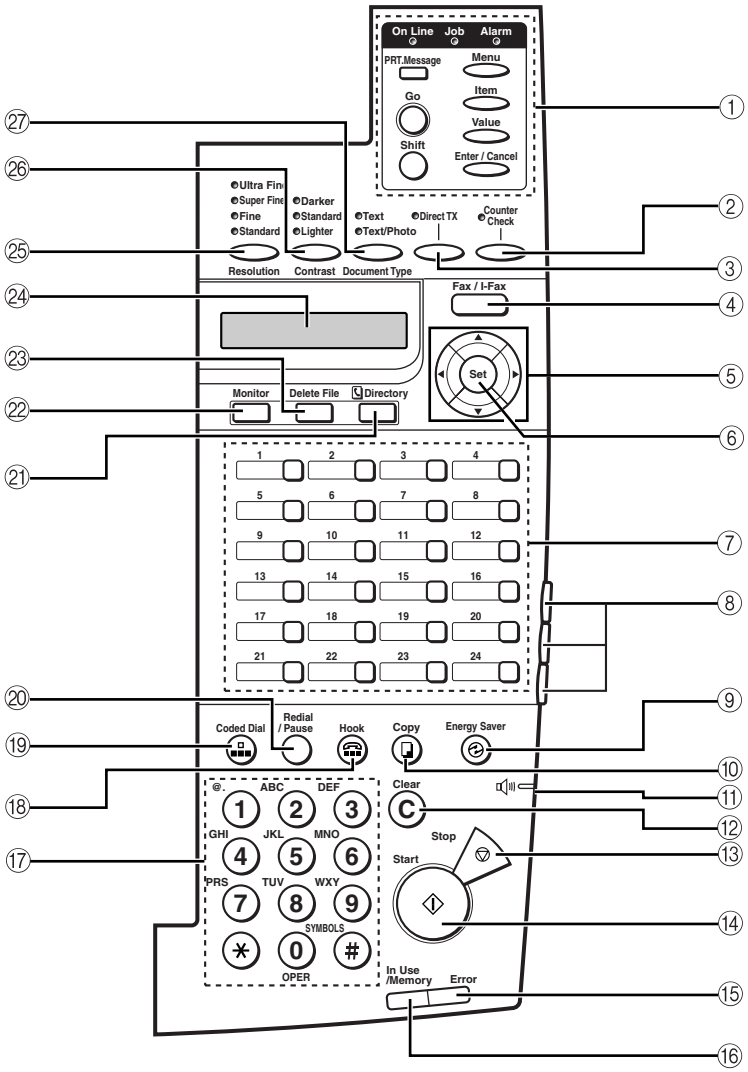


* The actual compression ratio may vary with different images.

Operation Panel Parts and Functions

This section provides you with the names and functions of the operation panel keys, and explains all the parts on the operation panel.

One-Touch Panels Closed



① Printer Operation Panel

These keys control the printing function of the machine. For details, see the *PCL Printer Guide*. For the LASER CLASS 710, the installation of the Printer Kit III is necessary to use these keys.

② Counter Check

Press to check the counter information.

③ Direct TX

Sets the machine to the Direct Sending mode so you can send a document ahead of other documents stored in memory. Direct Sending scans a document and sends it immediately without storing the document in memory.

④ Fax/I-Fax

Press to select the telephone line to send a fax when the optional Dual-Line Upgrade Kit is installed, or send an I-Fax.

⑤ ◀ ▶ Cursor Keys

Move the cursor left or right during data registration.

▲ ▼ Search Keys

Enable you to scroll through the display so you can see other options and selections in the menus during data registration.

They also enable you to search through the registered fax numbers during directory dialing.

⑥ Set

Selects a menu item during data registration.

⑦ One-Touch Speed Dialing Keys

Dial numbers registered under one-touch speed dialing keys.

⑧ One-Touch Speed Dialing Panels

The first panel displays keys 1-24. Open the first panel to access keys 25-48. Open the second panel to access keys 49-72. Open the third panel to access the registration keys.

⑨ Energy Saver

Press to enter or cancel the Energy Saver mode. When the machine is in the Energy Saver mode, the Energy Saver indicator lights, and the other keys and indicators are turned OFF.

⑩ Copy

Enables the machine to act as a copier, so you can copy a document.

⑪ Speaker Volume Switch

Adjusts the speaker's volume.

⑫ Clear

Clears an entire entry during information registration.

⑬ Stop

Cancels sending, receiving, data registration, and other operations, and returns the machine to the Standby mode.

⑭ Start

Enables you to start sending, receiving, scanning, and copying documents.

⑮ Error Lamp

A light that blinks red when a paper jam occurs or the machine has run out of paper or toner. The error is described by a message that appears on the LCD display.

⑯ In Use/Memory Lamp

A light that blinks green when the machine is transmitting or receiving documents, or maintains a steady green light when there are documents stored in memory.

⑰ Numeric Keypad

Use the keys on the numeric keypad to enter telephone numbers when dialing. These keys are also used to enter text, numbers, and symbols when registering names and numbers.

⑱ Hook

Enables you to dial, even when the handset is still on the handset cradle.

⑲ Coded Dial

Press [Coded Dial], followed by a three digit code to dial the telephone number registered for coded speed dialing.

⑳ Redial/Pause

Redials the previous number dialed manually with the keys on the numeric keypad, and enters pauses between digits or after the entire telephone number when dialing or registering facsimile numbers.

㉑ Directory

Enables you to search for fax/telephone numbers by the name under which they are registered for speed dialing, and then use the number for dialing.

㉒ Monitor

Press to check the fax transmission or copying status.

㉓ Delete File

Deletes documents waiting in memory for sending.

㉔ LCD Display

Displays messages and prompts during operation. It also displays selections, text, numbers, and names when registering information.

㉕ Resolution

Sets the resolution for the documents you send.

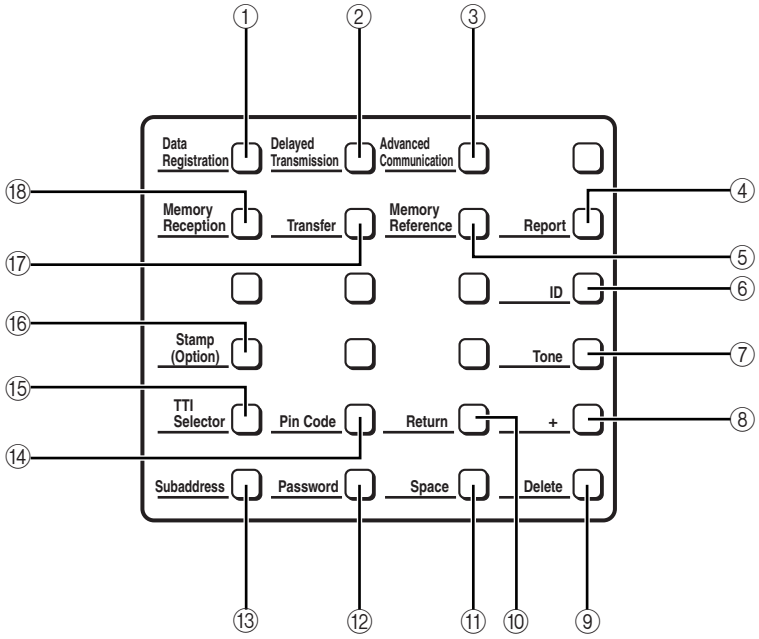
㉖ Contrast

Adjusts the lightness/darkness of the documents you send or copy.

㉗ Document Type

Adjusts the quality of documents containing only text, or both photos and text.

One-Touch Panels Opened



① Data Registration

Starts data registration for speed dialing, sender information, and other important settings for sending and receiving.

② Delayed Transmission

Sets a time for delayed sending.

③ Advanced Communication

Press to set a document for advanced communications, such as polling sending and receiving, confidential mailbox, relay broadcast, and subaddress/password transmissions.

④ Report

Prints reports about information registered in the machine.

⑤ Memory Reference

Performs operations with documents currently stored in memory, including printing a list of documents, printing a document, sending a document to another destination, or deleting a document.

⑥ ID

Press to enter the Department ID.

⑦ Tone

Connects to information services that accept tone dialing only, even if you are using a rotary pulse line.

⑧ +

Press [+] to enter a plus sign in a fax number.

⑨ Delete

Deletes a number or letter entry only when you are registering or entering a number.

⑩ Return

Press to enter a paragraph break when entering e-mail text.

⑪ Space

Enters a space between letters and numbers on the LCD display when you are registering information and dialing.

⑫ Password

Enables you to enter an ITU-T password so you can send a document with a password.

⑬ Subaddress

Enables you to enter an ITU-T subaddress so you can send a document with a subaddress.

⑭ Pin Code

Displays the PIN code message so you can enter a PIN code when dialing through a PBX (Public Branch Exchange). To use this feature, you need to first setup the PIN Code access.

⑮ TTI Selector

Enters a registered sender's name to appear at the top of the document you are sending.

⑯ Stamp (Option)

Switches the machine in and out of the Stamp mode. If the machine is in the Stamp mode, the machine marks all documents scanned when sending in the Memory or Direct Sending mode. If you want to use the optional stamp feature, call your local authorized Canon dealer, and request the installation of the Stamp feature.

⑰ Transfer

Switches the machine in and out of the Transfer mode. In the Transfer mode, the machine sends all the documents it receives to another fax machine at your home or another office.

⑱ Memory Reception

Switches the machine in and out of the Memory Lock mode. In the Memory Lock mode, the machine stores all documents it receives in memory.

Using the Menus and Operation Panel Keys

This section provides a brief overview on how to use the operation panel keys to open menus, make selections, and register data.

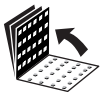
General Guidelines for Registering Information

Always keep these points in mind while you are using the menus:

- If you pause and do not press a key for 120 seconds, the machine returns to the Standby mode automatically. You must then start the procedure from the beginning.
- If your machine is set to manually receive, and the machine rings while you are registering information, pick up the handset. If you hear a slow beep tone, the sender is trying to send you a document. Press [Stop] → [Start] to receive the document, then hang up the handset.

Using the Menus

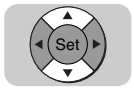
The machine employs a menu system you can use to register important information or set up important features. Here, we describe how to display and operate these menus. The content and purpose of each menu is described in later chapters. (See Chapter 11, “Summary of Important Settings,” in this guide, or Chapter 5, “Summary of Important Settings,” in the *Reference Guide*.)



1 Open all three one-touch speed dialing panels to see the operation panel keys.

2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] to display the name of the desired menu title.

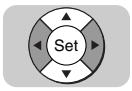
There are eight Additional Functions menu items for Data Registration.

ADDITIONAL FUNCTIONS 1.PAPER SETTINGS	→	ADDITIONAL FUNCTIONS 8.PRINT LISTS

NOTE

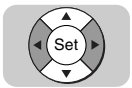
Displaying menu names with [▼] or [▲] is rotational. If you press [▼] with the last menu name displayed, the display rotates to the first menu name. If you press [▲] with the first menu name displayed, the display rotates to the last selection.

Open a Menu and Select an Item



1 Press [▼] or [▲] until the name of the menu you want to open is displayed → press [Set].

ADDITIONAL FUNCTIONS 6.SYSTEM SETTINGS	→	SYSTEM SETTINGS 1.SYS. ADMIN. INFO



2 Press [▼] or [▲] to browse through the menu items → press [Set] to go to the next level.

Return to the Previous Level

1 Press [Data Registration] to return to the previous level to continue browsing.

If you continue to press [Data Registration], the machine returns to the Standby mode.

Return to the Standby Mode

1 Press [Stop] to return to the Standby mode.

```
FAX 12/31/2002 03:40
AUTO
```

NOTE

If you do not press a key for 120 seconds, the machine automatically returns to the Standby mode.

Entering Names for Registration

When you come to a step that requires entering a name for data registration, follow the procedure below.

In a display that requires a name entry, the letter or number in the upper right corner of the LCD display tells you the entry mode.

1 Press [*] to change the entry mode.

Display	Entry Mode	What It Does
:A	Text	Enables you to enter upper and lower case letters. You can also press [#] to enter a symbol.
:1	Number	Enables you to enter numbers.

NOTE
The numeric keys are clearly labeled with one number and some letters.

2 Press the appropriate key on the numeric keypad to enter a letter or number.

If Text is the chosen entry mode, press the key repeatedly until the upper or lower case letter you want appears.

If you go past the letter you want, press the key repeatedly until it appears again.

NOTE
Each key contains the upper and lower case letters for its group of letters.
(For example: ② contains the letters ABCabc)

3 Enter the next letter, if necessary.

If the next letter you want to enter is under the same key you just pressed, press [▶] to move the cursor to the right one space. Then, press the key repeatedly until the letter you want appears.

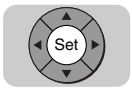
If the next letter you want to enter is under a different key, just press that key to move the cursor to the right, and enter the first letter of that group.

For example, if you want to enter the word <Canon>:

Press (2) until you see an upper case <C> → press [▶] to move the cursor to the right → press (2) until you see a lower case <a>. To enter the rest of the word, press (6) until you see a lower case <n> → press [▶] to move the cursor to the right → press (6) until an <o> appears → press [▶] to move the cursor to the right → press (6) again until an <n> appears.

NOTE

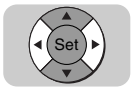
- When you are in the Text Entry mode, you can also enter symbols. Press (#) (#) repeatedly until you see the symbol you want.
- To enter a space, press [Space].



4 To complete entering the name for registration, press [Set].

```
                    :A
DATA ENTRY OK
```

Correcting a Mistake



1 Press [◀] or [▶] to move the cursor to the left or right to position it under the incorrect letter → enter the correct letter.

NOTE

- Press (C) (Clear) to delete the entire entry → start again.
- Press [Delete] to delete the rightmost character → enter the correct character.

Operation Panel Key Summary Table

When you come to a step where you must enter a number or name for data registration — in this section, or any part of this manual and the *Reference Guide* — refer to the table below.

To see some of the keys described below, you may have to open all three one-touch speed dialing panels.

■ Keys for Registering Information

Key	Description
▲▼	The search keys display the next or previous menu item. Press [▼] to display the next item in the menu. If you press [▼] when the last item is displayed, the display rotates to the first item in the menu. Press [▲] to display the previous item in the menu. If you press [▲] when the first item is displayed, the display rotates to the last item in the menu. When registering names, press [▲] to immediately position the cursor under the first letter, and press [▼] to immediately position the cursor to the right of the last letter.
Set	Press [Set] to select the current item and display the next level of the menu.
*	Switches the entry modes. :A Text Entry mode. Enables you to enter letters and symbols. :1 Number Entry mode. Enables you to enter numbers.
ABC 2 to WXY 9	More than one letter is assigned to a key. Press [*] to enter the Text Entry mode, then press the key containing the letter you want to enter. If the letter you want to enter is not displayed first, press the key repeatedly until it appears. If the next letter is under a different key, press that key to enter the first letter of the group, and press the key repeatedly until the letter you want appears. If the next letter is under the same key, press [▶] to move the cursor to the right one space, then press the key again to enter the first letter of the group. Press the key repeatedly until the letter you want appears.
◀▶	The cursor keys move the cursor to the left or right.
#	Press [#] to enter a symbol. You can enter symbols in the Text Entry mode only. Press [#] repeatedly until the symbol you want appears. You can enter the following symbols: - . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ~ ( ) [ ] { } < >
Space	Enters a space between letters or numbers at the cursor position. You may enter spaces in telephone numbers—they do not affect dialing.
Delete	Deletes characters from the right.
Clear	Clears the entire entry if you want to erase it and start again.
Stop	After you are finished making settings or registering information, press [Stop] to return to the Standby mode.

Things You Must Do Before Using This Machine

The following registrations and procedures must be done before the machine is used for fax operations.

Registering Required Sender Information (TX TERMINAL ID)

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

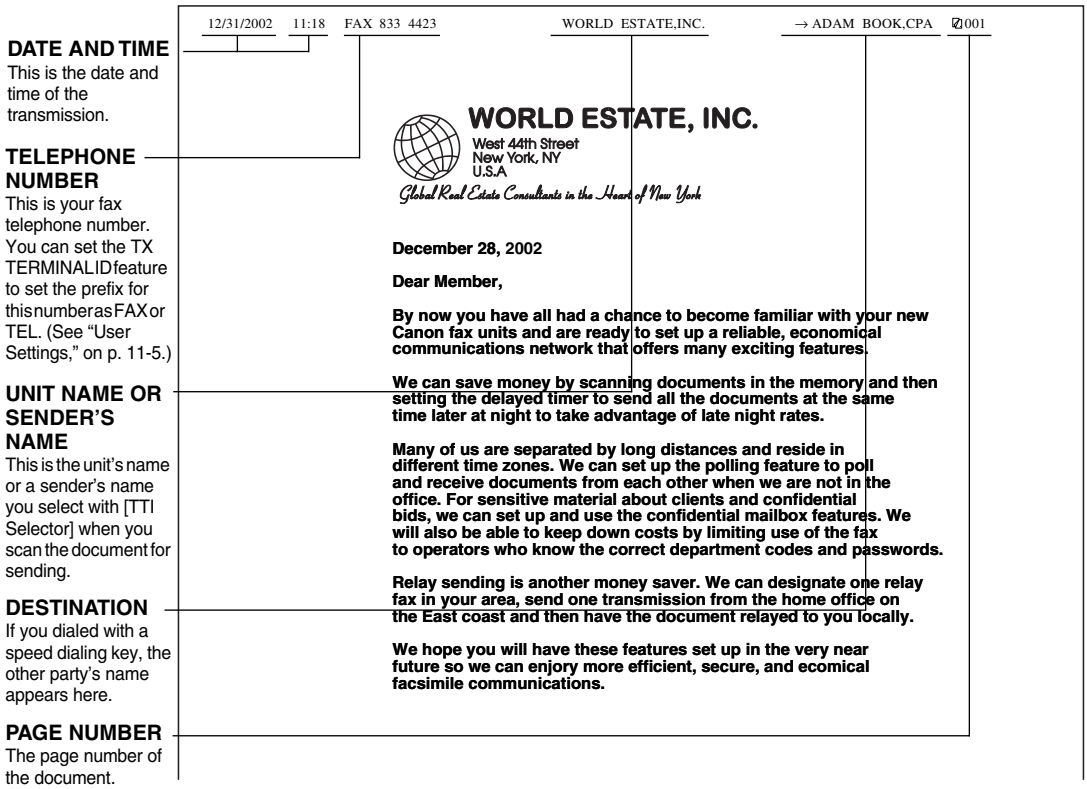
- Your fax number
- Your personal name or company's name
- Time and date of transmission

NOTE

Your machine is already set to print this information at the top of every document you send, but you must register your machine's fax number, your personal name or company's name, the current date, and the current time with the features provided in the USER SETTINGS and TIMER SETTINGS menus. (See "User Settings," on p. 11-5, and Chapter 5, "Summary of Important Settings," in the *Reference Guide*.)

What Is Sender Information?

After your fax is received, the other party knows immediately where it came from because your sender information is printed at the top of every page you send.


12/31/2002 11:18 FAX 833 4423 WORLD ESTATE,INC. → ADAM BOOK,CPA 001
WORLD ESTATE, INC.
West 44th Street
New York, NY
U.S.A
Global Real Estate Consultants in the Heart of New York
December 28, 2002
Dear Member,
By now you have all had a chance to become familiar with your new Canon fax units and are ready to set up a reliable, economical communications network that offers many exciting features.
We can save money by scanning documents in the memory and then setting the delayed timer to send all the documents at the same time later at night to take advantage of late night rates.
Many of us are separated by long distances and reside in different time zones. We can set up the polling feature to poll and receive documents from each other when we are not in the office. For sensitive material about clients and confidential bids, we can set up and use the confidential mailbox features. We will also be able to keep down costs by limiting use of the fax to operators who know the correct department codes and passwords.
Relay sending is another money saver. We can designate one relay fax in your area, send one transmission from the home office on the East coast and then have the document relayed to you locally.
We hope you will have these features set up in the very near future so we can enjory more efficient, secure, and ecomical facsimile communications.

DATE AND TIME
This is the date and time of the transmission.

TELEPHONE NUMBER
This is your fax telephone number. You can set the TX TERMINAL ID feature to set the prefix for this number as FAX or TEL. (See "User Settings," on p. 11-5.)

UNIT NAME OR SENDER'S NAME
This is the unit's name or a sender's name you select with [TTI Selector] when you scan the document for sending.

DESTINATION
If you dialed with a speed dialing key, the other party's name appears here.

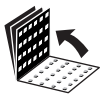
PAGE NUMBER
The page number of the document.

NOTE

For documents that you receive, you can turn 'ON' the RX PAGE FOOTER feature which displays the date, time received, transaction number, and page number in the lower right corner of the document. (See "RX (Receive) Settings," on p. 11-17.)

Registering the Current Date and Time

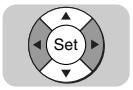
Follow this procedure to set the current date and time.



1 Open all three one-touch speed dialing panels.

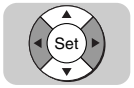
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] until <5.TIMER SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS          TIMER SETTINGS
 5.TIMER SETTINGS       →      1.DATE/TIME SETTING
```



4 Press [▼] or [▲] until <1.DATE/TIME SETTING> appears → press [Set].

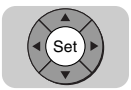
```
TIMER SETTINGS                DATE/TIME SETTING
 1.DATE/TIME SETTING    →          12/31/02  16:58
```

5 Register the current date and time using the numeric keys.

Use 24-hour notation to enter the time (e.g., 1:00 p.m. as 13:00).

You can also press [◀] or [▶] to move the cursor without changing a number entry.

To restore the previous entry, press Ⓒ (Clear).



6 Press [Set].

The message <DATA ENTRY OK> appears on the screen for a few seconds.

7 Press [Stop] to return to the Standby mode.

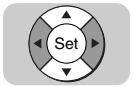
Registering the Machine's Telephone Number and Unit Name

Follow this procedure to register the number of your own machine, and register your name or company's name.

1 Open all three one-touch speed dialing panels.

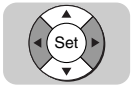
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



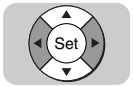
3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].

```
FAX SETTINGS
 1.USER SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```

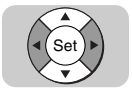


5 Press [▼] or [▲] until <1.TEL LINE SETTINGS> appears → press [Set].

```
USER SETTINGS
 1.TEL LINE SETTINGS
```
→
```
TEL LINE SETTINGS
 1.USER TEL NO.
```

NOTE

If you have installed the optional Dual-Line Upgrade Kit, <LINE SELECTION> is displayed after pressing (Set) (Set). Press [▼] or [▲] to select <1. LINE 1> or <2. LINE 2> to select a dedicated line for fax functions → press (Set) (Set). See "Registering Telephone Numbers for the Lines," on p. 1-30.



6 Press [▼] or [▲] until <1.USER TEL NO.> appears → press [Set].

```
TEL LINE SETTINGS
 1.USER TEL NO.
```
→
```
USER TEL NO.
TEL=
```

7 Enter the unit's telephone number (up to 20 digits) using the numeric keys → press [Set].

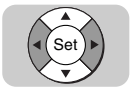
The unit's telephone number is the telephone number of your own machine.

```
USER TEL NO.
TEL=        123 4567
```
→
```
TEL LINE SETTINGS
 2.TEL LINE TYPE
```

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

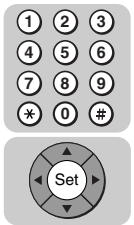
8 Press [Data Registration] to return to the <USER SETTINGS> menu.

```
USER SETTINGS
 1.TEL LINE SETTINGS
```



9 Press [▼] or [▲] until <2.UNIT NAME> appears → press [Set].

```
USER SETTINGS
 2.UNIT NAME
```
→
```
                    :A
_
```



10 Enter the unit's name (up to 24 characters) using the numeric keys → press [Set].

You can enter letters in upper or lower case, and numbers. In the upper right corner of the LCD display you should see the letter A. This means you are in the Text Entry mode. Press ⊛ (*) on the numeric keypad to switch the entry mode.

For more details, see "Entering Names for Registration," on p. 1-13.

```
                    :A
CANON DIV.
```

The message <DATA ENTRY OK> appears on the screen for a few seconds.

11 Press [Stop] to return to the Standby mode.

Checking and Setting the Telephone Line

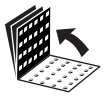
If you are not sure what type of telephone line you have, check with your local telephone company. To operate the machine, you must know if the machine is connected to a tone or rotary pulse line.

The machine can be set to operate with either type of telephone line. The machine is set to operate through a tone line without making adjustments.

Use this procedure to switch the fax setup between tone and pulse dialing.

NOTE

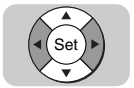
If you are using the optional Dual-Line Upgrade Kit, you must also set its line type. (See "Registering Telephone Numbers for the Lines," on p. 1-30.)



1 Open all three one-touch speed dialing panels.

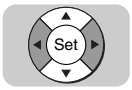
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



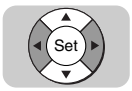
3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].**

FAX SETTINGS 1.USER SETTINGS	→	USER SETTINGS 1.TEL LINE SETTINGS

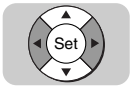


5 **Press [▼] or [▲] until <1.TEL LINE SETTINGS> appears → press [Set].**

USER SETTINGS 1.TEL LINE SETTINGS	→	TEL LINE SETTINGS 1.USER TEL NO.

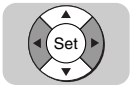
NOTE

If you have installed the optional Dual-Line Upgrade Kit, <LINE SELECTION> is displayed after pressing (Set) (Set). Press [▼] or [▲] to select <1. LINE 1> or <2. LINE 2> as dedicated line for fax functions → press (Set) (Set). See "Registering Telephone Numbers for the Lines," on p. 1-30.



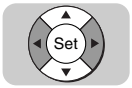
6 **Press [▼] or [▲] until <2.TEL LINE TYPE > appears → press [Set].**

TEL LINE SETTINGS 2.TEL LINE TYPE	→	TEL LINE TYPE TOUCH TONE



7 **Press [▼] or [▲] to select <TOUCH TONE> or <ROTARY PULSE> → press [Set].**

TEL LINE TYPE ROTARY PULSE	→	TEL LINE SETTINGS 3.TX START SPEED

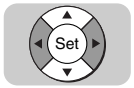


8 **If you want to select the transmission speed, press [▼] or [▲] until <3.TX START SPEED > appears → press [Set].**

TEL LINE SETTINGS 3.TX START SPEED	→	TX START SPEED 33600bps

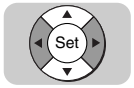
NOTE

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



9 Press [▼] or [▲] to select the desired transmission speed → press [Set].

```
TX START SPEED          →  TEL LINE SETTINGS
          33600bps            4.RX START SPEED
```



10 If you want to select the reception speed, press [▼] or [▲] until <4.RX START SPEED> appears → press [Set].

```
TEL LINE SETTINGS       →  RX START SPEED
 4.RX START SPEED                  33600bps
```

The telephone line type is set.

NOTE

If your document receptions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.

11 Press [Stop] to return to the Standby mode.

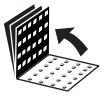
Registering Sender's Names

Registering alternative sender's names is optional, but you may want to register sender's names if many people are using the machine. If each user registers his or her personal name as a sender's name, they can enter their sender's name to replace the unit's name printed at the top of the documents they send. (See "Registering Required Sender Information (TX TERMINAL ID)," on p. 1-16.)

NOTE

To enter the sender's name, press [TTI Selector] before you scan the document for sending. (See "Selecting a Sender's Name," on p. 3-6.)

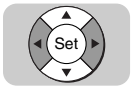
Registering a Sender's Name



1 **Open all three one-touch speed dialing panels.**

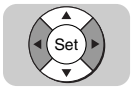
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



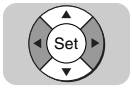
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



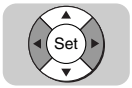
4 **Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```



5 **Press [▼] or [▲] until <3.SENDER NAME> appears → press [Set].**

```
USER SETTINGS
 3.SENDER NAME
```
→
```
SENDER NAME
 01:
```



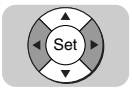
6 Press [▼] or [▲] to display a number (01 to 99) where you want to register the sender's name → press [Set].

You can also use the numeric keys to enter the number.

SENDER NAME 05:	→	SENDER NAME 1.SENDER NAME REG.

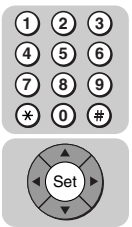
NOTE

- One number can accept a single name entry.
- If a name is already registered, you will see that name to the right of the number.
- Keep pressing [▼] or [▲] until you see a number with no entry.



7 Press [▼] or [▲] until <1.SENDER NAME REG.> appears → press [Set].

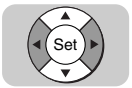
SENDER NAME 1.SENDER NAME REG.	→	:A _



8 Enter a name (up to 24 characters) using the numeric keys → press [Set].

:A K.SMITH	→	SENDER NAME 2.PERSONAL SETTINGS

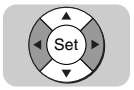
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



9 If you want to set personal settings for the sender's name you are registering, press [▼] or [▲] until <2.PERSONAL SETTINGS> appears → press [Set].

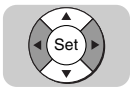
In the PERSONAL SETTINGS menu, you can set the sender's fax number and e-mail account.

SENDER NAME 2.PERSONAL SETTINGS	→	PERSONAL SETTINGS 1.SENDER FAX NUMBER



10 Press [▼] or [▲] until <1.SENDER FAX NUMBER> appears → press [Set].

PERSONAL SETTINGS 1.SENDER FAX NUMBER	→	SENDER FAX NUMBER USER TEL NUMBER



11 Press [▼] or [▲] to select <USER TEL NUMBER> or <OTHER FAX NUMBERS> → press [Set].

<USER TEL NUMBER>: The user's telephone number is registered as the sender's fax number.

<OTHER FAX NUMBERS>: You can enter a different telephone number as the sender's fax number.

- **If you select <USER TEL NUMBER>:**

  ❑ Proceed to step 13.

- **If you select <OTHER FAX NUMBERS>:**

  ❑ Proceed to step 12.

SENDER FAX NUMBER OTHER FAX NUMBERS	→	SENDER FAX NUMBER TEL=

12 Enter a telephone number (up to 20 digits) using the numeric keys → press [Set].

SENDER FAX NUMBER 123 4567	→	PERSONAL SETTINGS 2.MAIL ACCOUNT

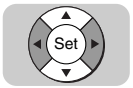
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

13 If you want to register another sender's name, press [Data Registration] twice → repeat the procedure from step 6.

14 Press [Stop] to return to the Standby mode.

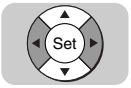
Changing or Erasing a Sender's Name

1 **Repeat steps 1 to 5 of "Registering Sender's Names," on p. 1-24.**



2 **Press [▼] or [▲] to display the name you want to edit or delete → press [Set].**

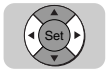
```
SENDER NAME          →  SENDER NAME
 10:L.SMITH              1.SENDER NAME REG.
```



3 **Press [▼] or [▲] until <1.SENDER NAME REG.> appears → press [Set].**

```
SENDER NAME          →                    :A
 1.SENDER NAME REG.      L.SMITH
```

4 **Change or delete the sender's name, and its personal settings.**

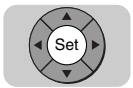


● **To change the sender's name:**

❑ If necessary, press [◀] or [▶], [Delete], [Space], and the numeric keys to change the sender's name.

● **To delete the sender's name:**

❑ Press [Clear].



5 **When you are finished making changes, press [Set].**

If you changed the sender's name, the message <DATA ENTRY OK> appears on the LCD display for a few seconds.

If you deleted the sender's name, the message <ERASING END> appears on the LCD display for a few seconds.

6 **Press [Stop] to return to the Standby mode.**

Using the Optional Dual Line

The optional Dual-Line Upgrade Kit enables you to connect two telephone lines to the machine at the same time. This section describes how to set up and use the dual line.

For details on how to connect two telephone lines to the machine, see Chapter 2, “Getting Started,” in the *Reference Guide*.

How the Two Telephone Lines Operate

The machine uses the two telephone lines in different ways.

- Line 1, connected to the telephone jack (on the right side of the main unit) marked L1, can be used for all communications provided by the machine.
- Line 2, connected to the telephone jack (on the right side of the main unit) marked L2, cannot be used for the following features:

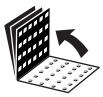
Disabled Feature	Description
MANUAL SENDING	Sending documents manually (See Chapter 3, “Sending Documents.”)
MANUAL RECEIVING	Receiving documents manually (See Chapter 4, “Receiving Documents.”)
TALK	Voice telephone communication (See Chapter 10, “Other Special Features.”)
REMOTE RX	Changing the Remote Receive ID (See Chapter 4, “Receiving Documents.”)

- You can select which line is to be used for priority sending when both lines are open.
- If Line 1 is busy receiving a document transmission, even if Line 2 is open, you cannot send or receive another document transmission manually.
- Even if another party calls you on Line 2, you cannot receive the telephone call for voice communication.

Registering Telephone Numbers for the Lines

The telephone numbers that you register using the procedure below appear on the LCD display of the other party's fax machine during document transmissions, and appear in printed reports and lists.

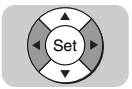
Follow this procedure to register telephone numbers for both lines connected to the Dual-Line Upgrade Kit.



1 **Open all three one-touch speed dialing panels.**

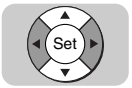
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



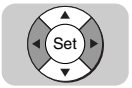
3 **Press [▼] or [▲] until <3. FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```

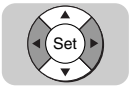


5 **Press [▼] or [▲] until <1.TEL LINE SETTINGS> appears → press [Set].**

```
USER SETTINGS
 1.TEL LINE SETTINGS
```
→
```
LINE SELECTION
 1.LINE 1
```

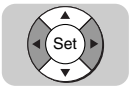
NOTE

After the Dual-Line Upgrade Kit is installed, this item is added to the <TEL LINE SETTINGS> menu.



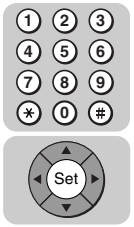
6 **Press [▼] or [▲] until <1.LINE 1> appears → press [Set].**

LINE SELECTION 1.LINE 1	→	TEL LINE SETTINGS 1.USER TEL NO.



7 **Press [▼] or [▲] until <1.USER TEL NO.> appears → press [Set].**

TEL LINE SETTINGS 1.USER TEL NO.	→	USER TEL NO. TEL=



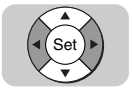
8 **Enter the telephone number for Line 1 (up to 20 digits) using the numeric keys → press [Set].**

Data Entry Keys:

Key	Description
0 - 9	Enters a number.
Space	Enters a space (spaces are optional).
+	Enters a plus (+) sign in the telephone number.
Delete	Deletes the rightmost digit of the number you are entering so you can enter a new digit.
Clear	Clears the entire entry if you want to start again.

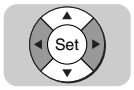
USER TEL NO. 12345678	→	TEL LINE SETTINGS 2.TEL LINE TYPE

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



9 **Press [▼] or [▲] until <2.TEL LINE TYPE.> appears → press [Set].**

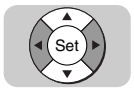
TEL LINE SETTINGS 2.TEL LINE TYPE	→	TEL LINE TYPE TOUCH TONE



10 Press [▼] or [▲] to select <TOUCH TONE> or <ROTARY PULSE> → press [Set].

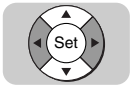
TEL LINE TYPE TOUCH TONE	→	TEL LINE SETTINGS 3.TX START SPEED

NOTE
The machine is set to operate through a touch tone line without making any adjustments.



11 Press [▼] or [▲] until <3.TX START SPEED> appears → press [Set].

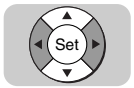
TEL LINE SETTINGS 3.TX START SPEED	→	TX START SPEED 33600bps



12 If you want to change the transmission start speed, press [▼] or [▲] to select the desired transmission speed → press [Set].

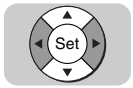
TX START SPEED 14400bps	→	TEL LINE SETTINGS 4.RX START SPEED

NOTE
If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



13 Press [▼] or [▲] until <4.RX START SPEED> appears → press [Set].

TEL LINE SETTINGS 4.RX START SPEED	→	RX START SPEED 33600bps

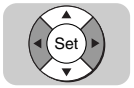


14 If you want to change the reception start speed, press [▼] or [▲] to select the desired reception speed → press [Set].

RX START SPEED 14400bps	→	LINE SELECTION 2.LINE 2

NOTE

If your document receptions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', '7200bps', '4800bps', or '2400bps'.



15 Press [▼] or [▲] until <2. LINE 2> appears → press [Set].

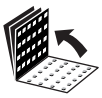
```
LINE SELECTION
 2.LINE 2
```
→
```
TEL LINE SETTINGS
 1.USER TEL NO.
```

16 Enter the telephone number, select the telephone line type, and set the transmission and reception start speed for Line 2 in the same manner as described in steps 7 to 14.

17 Press [Stop] to return to the Standby mode.

Setting the TX Line Priority

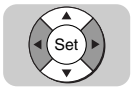
This section describes how to set the TX line priority of the two lines. You can set to have the machine automatically select the line or you can manually select the line when you send a fax.



1 Open all three one-touch speed dialing panels.

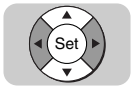
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



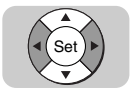
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



4 **Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].**

FAX SETTINGS 1.USER SETTINGS	→	USER SETTINGS 1.TEL LINE SETTINGS

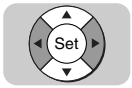


5 **Press [▼] or [▲] until <8.TX LINE SELECTION> appears → press [Set].**

USER SETTINGS 8.TX LINE SELECTION	→	TX LINE SELECTION AUTO

NOTE

This setting is available only after the optional Dual-Line Upgrade Kit is installed on your machine.



6 Press [▼] or [▲] to display the desired setting → press [Set].

The TX LINE SELECTION menu includes the following items:

Item	Description
TX LINE SELECTION	You can select a preferred line for sending faxes or disable the transmission of outgoing faxes altogether.
1.AUTO*	The machine selects the idle line automatically. You can preset which line has the priority when both lines are idle.
1.LINE1	
PRIMARY SECONDARY PROHIBIT TX	PRIMARY: The specified line will be preferably used for outgoing faxes when both lines are available. SECONDARY: The specified line will be used for outgoing faxes when the primary line is in use. PROHIBIT TX: The specified line will never be used for outgoing faxes.
2.LINE2	
PRIMARY SECONDARY PROHIBIT TX	
2.MAN.	
1.DEFAULT TEL LINE	You can select the line to be used manually when sending a fax by pressing [Fax/I-Fax]. The line you set here is automatically used if you do not select a line manually.
1.LINE 1 2.LINE 2	

An asterisk (*) indicates the default setting.

7 When you are finished, press [Stop] to return to the Standby mode.

Switching Between the Two Lines

When you set <TX LINE SELECTION> to 'MAN.', you can switch between Line 1 and 2 by simply pressing [Fax/I-Fax] on the operation panel.

Using Speed Dialing

2
CHAPTER

This chapter introduces some basic dialing features, then shows you how to set up the speed dialing keys.

Speed dialing includes One-Touch Speed Dialing, Coded Speed Dialing, Group Dialing, and Access Code Dialing. Directory dialing is also described in this chapter, and enables you to locate a number for dialing by searching a directory of names and numbers registered in the machine for speed dialing.

After you set up your speed dialing keys, we recommend that you occasionally print a list of all telephone numbers registered in the machine, and store it for reference. (See “Printing the Speed Dialing Lists,” on p. 12-2.)

Read This Before Entering Telephone Numbers 2-2
- Entering Pauses for Dialing 2-2
- Adjusting the Length of a Pause 2-3

What Is Speed Dialing? 2-5
- One-Touch Speed Dialing 2-5
- Coded Speed Dialing 2-5
- Group Dialing 2-5
- Access Code Dialing 2-5

Setting Up One-Touch Speed Dialing 2-6

Setting Up Coded Speed Dialing 2-15

Setting Up Group Dialing 2-24

Setting Up the Access Code Key 2-29

Using Speed Dialing 2-32
- Using One-Touch Speed Dialing 2-32
- Using Coded Speed Dialing 2-34
- Using Group Dialing 2-35
- Using Access Code Dialing 2-37

Using Directory Dialing 2-39

Read This Before Entering Telephone Numbers

Read this section before you register numbers for speed dialing, especially if your site has special dialing requirements, such as dialing through a PBX (Private Branch Exchange).

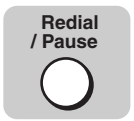
Entering Pauses for Dialing

If your machine is connected to a switchboard or PBX, you may have to dial a number to connect to an outside line. The outside number must also be registered with the fax number. The switching system may also require that you insert a pause after the outside number. For further assistance, contact your local authorized Canon dealer, or your local telephone company.

Follow this procedure to enter a pause during regular dialing or when registering a number for a speed dialing key.

1 When you come to a step that asks you to enter a number for dialing, use the numeric keys to enter the number.

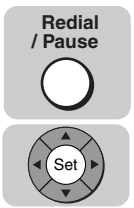
```
TEL NUMBER ENTRY
TEL=03_
```



2 To enter a pause between two numbers, press [Redial/Pause].

After you enter the next number, the uppercase <P> changes to a lowercase <p>.

```
TEL NUMBER ENTRY
TEL=03P_
```



3 To enter a pause at the end of a number, press [Redial/Pause] → [Set].

The pause at the end of a number appears as an uppercase <P>.

```
TEL NUMBER ENTRY
TEL=03p123 4567P_
```

NOTE

Keep in mind these important points about pauses:

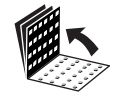
- A pause entered within a number (p) is two seconds long.
- You can add consecutive pauses (pp) by pressing [Redial/Pause]. Each additional pause adds two seconds to the pause time.
- You can change the length of a pause entered within a number. (See "Adjusting the Length of a Pause," on p. 2-3.)
- A pause at the end of a number (P) is 10 seconds long.
- You may have to insert one or more pauses at the end of a number to dial an overseas number.
- You cannot insert a pause when you dial using the numeric keys after pressing (Hook), or after picking up the handset.

Adjusting the Length of a Pause

Follow this procedure to adjust the length of a pause entered within a number.

NOTE

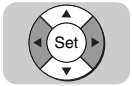
This procedure is effective only for adjusting the length of pauses entered within telephone numbers. The 10 seconds pause entered at the end of a number cannot be adjusted.



1 **Open all three one-touch speed dialing panels.**

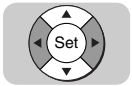
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



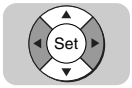
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



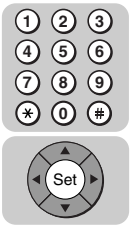
4 **Press [▼] or [▲] until <3.TX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 3.TX SETTINGS
```
→
```
TX SETTINGS
 1.ECM TX
```



5 **Press [▼] or [▲] until <2.PAUSE TIME> appears → press [Set].**

TX SETTINGS 2.PAUSE TIME	→	PAUSE TIME 02SEC



6 **Enter a new pause time (from 01 to 15 seconds) using the numeric keys → press [Set].**

PAUSE TIME 03SEC	→	TX SETTINGS 3.AUTO REDIAL

7 **Press [Stop] to return to the Standby mode.**

What Is Speed Dialing?

Speed dialing enables you to streamline and customize dialing procedures by registering a telephone number and other important settings so you can start a document transmission while pressing only a few keys.

The four methods of speed dialing include:

One-Touch Speed Dialing

One-touch speed dialing enables you to start a document transmission by pressing only one key. You can register up to 72 destinations for one-touch speed dialing. The first group of keys numbered 1 to 24 are on the operation panel. Open the first panel to see keys 25 to 48, then the second panel to see the last group of keys 49 to 72.

Coded Speed Dialing

Coded speed dialing enables you to start a document transmission by pressing [Coded Dial] followed by a three digit code of your choice. It enables you to register up to 128 destinations for coded speed dialing.

Group Dialing

Group dialing enables you to dial a group of registered one-touch or coded speed dialing fax numbers. By registering each group under one-touch (or coded speed dialing) keys, you press only one (or four keys) to send the same document to several locations. You can create up to 199 groups.

Access Code Dialing

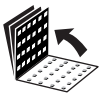
Access code dialing enables you to start a document transmission by pressing [#] (or any program one-touch key depending on your setting) followed by an access code you create when registering one-touch speed dialing, coded speed dialing, or group dialing numbers. If you register access codes, you can start transmission by pressing [#] or a program one-touch key you set, followed by an access code of two to five digits.

Setting Up One-Touch Speed Dialing

One-touch speed dialing enables you to dial a number and send a document at the press of one key.

You can register up to 72 fax numbers, one for every one-touch speed dialing key on the operation panel. In addition to the telephone number and name of the other party, you can set the timer for the transmission, and enter other important settings.

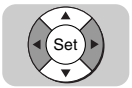
Follow this procedure to register a telephone number for one-touch speed dialing and to perform its optional settings.



1 Open all three one-touch speed dialing panels.

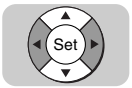
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



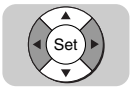
3 Press [▼] or [▲] until <4.ADD. REGISTRATION> appears → press [Set].

```
ADDITIONAL FUNCTIONS
 4.ADD. REGISTRATION
```
→
```
ADD. REGISTRATION
 1.1-TOUCH SPD DIAL
```



4 Press [▼] or [▲] until <1.1-TOUCH SPD DIAL> appears → press [Set].

```
ADD. REGISTRATION
 1.1-TOUCH SPD DIAL
```
→
```
TEL# REGISTRATION
 01=
```



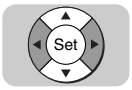
5 Press [▼] or [▲] until the one-touch speed dialing key's number that you want to register appears → press [Set].

You can also specify a one-touch speed dialing key by closing the appropriate one-touch speed dialing panel and pressing the one-touch speed dialing key that you want to register.

TEL# REGISTRATION 10=	→	TEL# REGISTRATION 1.TEL NUMBER ENTRY

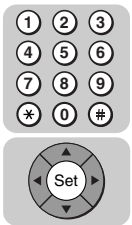
NOTE

If a telephone number is already registered for the one-touch speed dialing key, that number is displayed. If the key is registered for group dialing, <GROUP DIAL> appears on the LCD display.



6 Press [▼] or [▲] until <1.TEL NUMBER ENTRY> appears → press [Set].

TEL# REGISTRATION 1.TEL NUMBER ENTRY	→	TEL NUMBER ENTRY TEL=_



7 Enter the telephone number (up to 120 digits) using the numeric keys → press [Set].

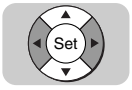
To enter a space, press [Space]. Spaces are optional and ignored during dialing.

TEL NUMBER ENTRY TEL=123 4567_	→	TEL# REGISTRATION 2.NAME

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

NOTE

- To correct the entered number, press [◀] to move the cursor to the digit you want to correct → press [Delete] → enter the correct number.
- If you make a mistake, press Ⓒ (Clear) to delete the number → enter the correct number.



8 Press [▼] or [▲] until <2.NAME> appears → press [Set].

TEL# REGISTRATION 2.NAME	→	:A _

9 Enter a name (up to 16 characters long) using the numeric keys → press [Set].

For more information on how to enter names, see "Entering Names for Registration," on p. 1-13.

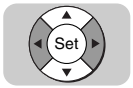
CANON U.S.A. NY :A	→	TEL# REGISTRATION 3.OPTIONAL SETTING

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

This completes the minimum settings for registering a one-touch speed dialing key.

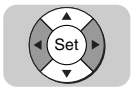
- **To stop here and register another key:**
  - ❑ Press [Data Registration] → repeat the procedure from step 5.

- **To end the procedure and return to the Standby mode:**
  - ❑ Press [Stop].



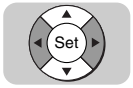
10 Press [▼] or [▲] until <3.OPTIONAL SETTING> appears → press [Set].

TEL# REGISTRATION 3.OPTIONAL SETTING	→	OPTIONAL SETTING OFF



11 Press [▼] or [▲] to display <ON> → press [Set].

OPTIONAL SETTING ON	→	OPTIONAL SETTING 1.ACCESS CODE



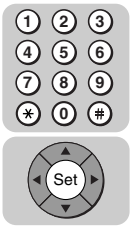
12 If you want to set an access code, press [▼] or [▲] until <1.ACCESS CODE> appears → press [Set].

If you do not want to perform this setting, proceed to step 14.

OPTIONAL SETTING 1.ACCESS CODE	→	ACCESS CODE

NOTE

- If you want to use access code dialing, you have to register an access code (from two to five digits) that represents the telephone number you are registering for one-touch speed dialing.
- To use access code dialing, you need to set ACCESS CODE to 'USE' from the SYSTEM SETTINGS menu, and set up the access code key. (See "Setting Up the Access Code Key," on p. 2-29.)



13 Enter an access code (from two to five digits) using the numeric keys → press [Set].

```
ACCESS CODE
              111
```
→
```
OPTIONAL SETTING
 2.TX TIME SETTNG
```

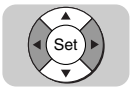

14 If you want to set the time for the transmission, press [▼] or [▲] until <2.TX TIME SETTNG> appears → press [Set].

If you do not want to perform this setting, proceed to step 18.

```
OPTIONAL SETTING
 2.TX TIME SETTNG
```
→
```
TX TIME SETTNG
1:              :
```

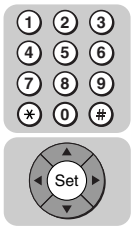
NOTE

- You can set up to five different times in a 24-hour period for sending.
- If you set the timer for a one-touch speed dialing key, every document you send using this key is sent at the same time everyday.



15 Press [▼] or [▲] to select a preset time number (1 to 5) → press [Set].

```
TX TIME SETTNG
1:              :
```
→
```
TX TIME SETTNG
                _ :
```



16 Enter the time in 24-hour notation using the numeric keys (e.g., 1:00 p.m. as 13:00) → press [Set].

```
TX TIME SETTNG
              00:30
```
→
```
TX TIME SETTNG
2:              :
```

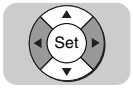
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

NOTE

- If you want to clear the time you have set, press (Stop) → repeat the procedure from the beginning → press (C) (Clear) at this step → press (Set) (Set).
- If you want to set another time, repeat the procedure from step 15.
- To end this procedure and return to the Standby mode, press (Stop).

17 To continue registration, and set other options for the current key, press [Data Registration].

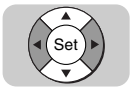
```
OPTIONAL SETTING
 2.TX TIME SETTNG
```



18 If you want to set the transmission type, press [▼] or [▲] until <3.TX TYPE> appears → press [Set].

If you do not want to perform this setting, proceed to step 20.

```
OPTIONAL SETTING
 3.TX TYPE
```
→
```
TX TYPE
              REGULAR TX
```



19 Press [▼] or [▲] to select the desired transmission type → press [Set].

There are several TX TYPE items to select. For details, see the table below.

```
TX TYPE
              REGULAR TX
```
→
```
OPTIONAL SETTING
 4.INTERNATIONAL
```

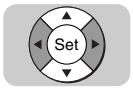
- **If you select 'REGULAR TX':**
  - ❑ Proceed to step 20.
- **If you select another TX Type:**
  - ❑ Set the ITU-T password and subaddress for the feature you select.
  - ❑ Proceed to step 20.

The TX TYPE menu includes these items:

Setting	Description
REGULAR TX	Designates the transaction as a normal transmission with no special features. You can cancel the currently set TX TYPE by selecting <REGULAR TX>.
CONFIDENTIAL TX	Designates the transaction as a transmission to a confidential mailbox. Press [Set] → enter the subaddress and password for the confidential mailbox. (See “Sending a Confidential Document,” on p. 7-12.)
1.PASSWORD	The ITU-T password for the other party’s confidential mailbox.
2.SUBADDRESS	The ITU-T subaddress for the other party’s confidential mailbox.
ORIG RELAY TX	Designates the transaction as a relay transmission with your machine as the originator. Press [Set] → enter the subaddress and password for the relay broadcast. (See “Sending a Document to a Relay Unit for Relay Broadcasting,” on p. 6-11.)
1.PASSWORD	The ITU-T password for the relay broadcast.
2.SUBADDRESS	The ITU-T subaddress for the relay broadcast.
SUBADDRESS TX	Enables you to enter an ITU-T password or subaddress for the transmission. (See “Sending a Document with a Subaddress/ Password,” on p. 3-32.)
1.PASSWORD	The ITU-T password for the transmission.
2.SUBADDRESS	The ITU-T subaddress for the transmission.
POLLING RX	Enables you to set a one-touch speed dialing key to poll another machine every time you use it to dial. Press [Set] → enter the ITU-T subaddress and password. (See “Polling Other Fax Machines to Receive a Document,” on p. 8-3.)
1.PASSWORD	The ITU-T password for the other party’s polling box.
2.SUBADDRESS	The ITU-T subaddress for the other party’s polling box.

NOTE

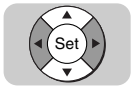
- For details about sending documents using ITU-T subaddresses and passwords, see the procedure for sending a document with a subaddress and password on p.3-32
- You can cancel the currently set TX TYPE by selecting ‘REGULAR TX’.
- Only one feature can be set for the TX TYPE. The next time you open the TX TYPE menu to change a setting, you will see the currently set item displayed first.



20 If you experience transmission errors during long distance sending, and want to change the long distance setting, press [▼] or [▲] until <4.INTERNATIONAL> appears → press [Set].

If you do not want to perform this setting, proceed to step 22.

OPTIONAL SETTING 4.INTERNATIONAL	→	INTERNATIONAL DOMESTIC



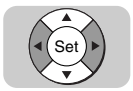
21 Press [▼] or [▲] to select the desired long distance setting → press [Set].

You can select 'DOMESTIC', 'INTERNATIONAL (1)', 'INTERNATIONAL (2)', or 'INTERNATIONAL (3)'.

INTERNATIONAL INTERNATIONAL(1)	→	OPTIONAL SETTING 5.TX SPEED

NOTE

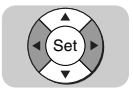
If you experience transmission errors during long distance sending, change the long distance setting. Select 'INTERNATIONAL (1)', and try to send the document again. If this setting does not solve the problem, try settings (2) and (3).



22 If you want to change the transmission speed, press [▼] or [▲] until <5.TX SPEED> appears → press [Set].

If you do not want to perform this setting, proceed to step 24.

OPTIONAL SETTING 5.TX SPEED	→	TX SPEED 33600bps

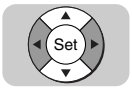


23 Press [▼] or [▲] to select the desired transmission speed → press [Set].

TX SPEED 14400bps	→	OPTIONAL SETTING 6.ECM

NOTE

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', or '4800bps'.

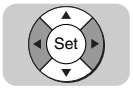


24 If you want to turn ECM (Error Correction Mode) 'ON' or 'OFF', press [▼] or [▲] until <6.ECM> appears → press [Set].

OPTIONAL SETTING 6.ECM	→	ECM ON

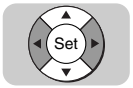
NOTE

ECM (Error Correction Mode) reduces system and line errors during sending or receiving with another fax machine that supports ECM. If the other fax machine does not support ECM, this setting is ignored. If the transmission speed appears to be extremely slow, you may be able to speed up the transmission time by turning the ECM 'OFF'.



25 Press [▼] or [▲] to select 'ON' or 'OFF' → press [Set].

ECM ON	→	OPTIONAL SETTING 7.TX LINE SELECTION



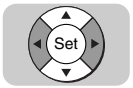
26 If you want to select a telephone line for outgoing fax transmissions, press [▼] or [▲] until <7.TX LINE SELECTION> appears → press [Set].

If you do not want to perform this setting, proceed to step 28.

OPTIONAL SETTING 7.TX LINE SELECTION	→	TX LINE SELECTION AUTO

NOTE

This setting becomes available only when the optional Dual-Line Upgrade Kit is installed on your machine.



27 Press [▼] or [▲] to select <AUTO> or <FIXED> → press [Set].

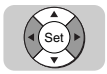
<AUTO>: The machine uses the available telephone line for outgoing fax transmissions.

<FIXED>: The machine uses only the telephone line you select here for outgoing fax transmissions.

- **If you select 'AUTO':**

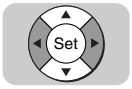
❑ Proceed to step 28.

● **If you select 'FIXED':**



❑ Press [▼] or [▲] to select a line → press [Set].

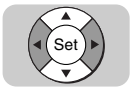
TX LINE SELECTION LINE 1	→	OPTIONAL SETTING 8.SENDER NAME



28 If you want to select a sender name, press [▼] or [▲] until <8.SENDER NAME> appears → press [Set].

If you do not want to perform this setting, proceed to step 30.

OPTIONAL SETTING 8.SENDER NAME	→	SENDER NAME 00:CANON DIV.



29 Press [▼] or [▲] to select a sender name → press [Set].

SENDER NAME 02:L.SMITH	→	TEL# REGISTRATION 02=

If you want to set up other one-touch speed dialing keys, repeat this procedure from step 2.

This completes all the optional settings for a one-touch speed dialing key.

NOTE
To perform this setting, you had to previously register sender's names.

30 Press [Stop] to return to the Standby mode.

31 After you register a number for one-touch speed dialing, make sure you write the name of the other party on a destination label, and adhere it to the one-touch speed dialing panel below the number of the one-touch speed dialing key where the number is registered.

Setting Up Coded Speed Dialing

Coded speed dialing enables you to dial a number and send a document by pressing four keys.

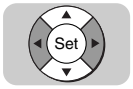
You can register up to 128 fax numbers for coded speed dialing. In addition to the telephone number and name of the other party, you can set the timer for the transmission, and enter other important settings identical to those for one-touch speed dialing.

Follow this procedure to register a telephone number for coded speed dialing and to perform its optional settings.

1 **Open all three one-touch speed dialing panels.**

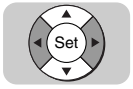
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <4.ADD. REGISTRATION> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 4.ADD. REGISTRATION
```
→
```
ADD. REGISTRATION
 1.1-TOUCH SPD DIAL
```



4 **Press [▼] or [▲] until <2.CODED SPD DIAL> appears → press [Set].**

```
ADD. REGISTRATION
 2.CODED SPD DIAL
```
→
```
TEL# REGISTRATION
*000=
```

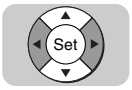
5 Press [Coded Dial] → enter a three digit code (000 to 127) using the numeric keys → press [Set].

You can also press [▼] or [▲] to specify a coded speed dialing code → press [Set].

```
TEL# REGISTRATION
*012=
```
→
```
TEL# REGISTRATION
 1.TEL NUMBER ENTRY
```

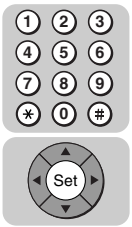
NOTE

If a telephone number is already registered for the three digit coded speed dialing code, that number is displayed. If the code is registered for group dialing, <GROUP DIAL> appears on the LCD display.



6 Press [▼] or [▲] until <1.TEL NUMBER ENTRY> appears → press [Set].

```
TEL# REGISTRATION
 1.TEL NUMBER ENTRY
```
→
```
TEL NUMBER ENTRY
TEL=_
```



7 Enter the telephone number (up to 120 digits) using the numeric keys → press [Set].

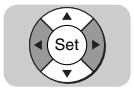
To enter a space, press [Space]. Spaces are optional and ignored during dialing.

```
TEL NUMBER ENTRY
TEL=123 4567_
```
→
```
TEL# REGISTRATION
 2.NAME
```

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

NOTE

- To correct the entered number, press [◀] to move the cursor to the digit you want to correct → press [Delete] → enter the correct number.
- If you make a mistake, press Ⓒ (Clear) to delete the number → enter the correct number.



8 Press [▼] or [▲] until <2.NAME> appears → press [Set].

```
TEL# REGISTRATION
 2.NAME
```
→
```
                    :A
_
```

9 Enter a name (up to 16 characters long) using the numeric keys → press [Set].

For more information on how to enter names, see “Entering Names for Registration,” on p. 1-13.

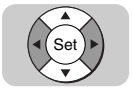
CANON CANADA :A	→	TEL# REGISTRATION 3.OPTIONAL SETTING

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

This completes the minimum settings for registering a coded speed dialing code.

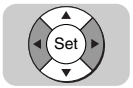
- **To stop here and register another code:**
  - ❑ Press [Data Registration] → repeat the procedure from step 5.

- **To end the procedure and return to the Standby mode:**
  - ❑ Press [Stop].



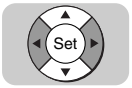
10 Press [▼] or [▲] until <3.OPTIONAL SETTING> appears → press [Set].

TEL# REGISTRATION 3.OPTIONAL SETTING	→	OPTIONAL SETTING OFF



11 Press [▼] or [▲] to display <ON> → press [Set].

OPTIONAL SETTING ON	→	OPTIONAL SETTING 1.ACCESS CODE



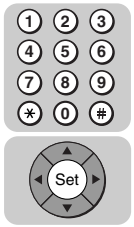
12 If you want to set an access code, press [▼] or [▲] until <1.ACCESS CODE> appears → press [Set].

If you do not want to perform this setting, proceed to step 14.

OPTIONAL SETTING 1.ACCESS CODE	→	ACCESS CODE

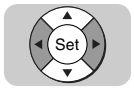
NOTE

- If you want to use access code dialing, you have to register an access code (from two to five digits) that represents the telephone number you are registering for coded speed dialing.
- To use access code dialing, you need to set ACCESS CODE to 'USE' from the SYSTEM SETTINGS menu, and set up the access code key. (See "Setting Up the Access Code Key," on p. 2-29.)



13 Enter an access code (from two to five digits) using the numeric keys → press [Set].

ACCESS CODE 222	→	OPTIONAL SETTING 2.TX TIME SETTNG



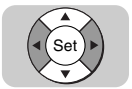
14 If you want to set the time for the transmission, press [▼] or [▲] until <2.TX TIME SETTNG> appears → press [Set].

If you do not want to perform this setting, proceed to step 18.

OPTIONAL SETTING 2.TX TIME SETTNG	→	TX TIME SETTNG 1: :

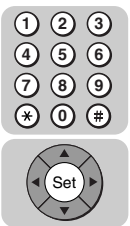
NOTE

- You can set up to five different times in a 24-hour period for sending.
- If you set the timer for a coded speed dialing code, every document you send using this code is sent at the same time everyday.



15 Press [▼] or [▲] to select a preset time number (1 to 5) → press [Set].

TX TIME SETTNG 1: :	→	TX TIME SETTNG _ :



16 Enter the time in 24-hour notation using the numeric keys (e.g., 1:00 p.m. as 13:00) → press [Set].

TX TIME SETTNG 00:30	→	TX TIME SETTNG 2: :

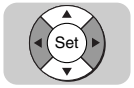
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

NOTE

- If you want to clear the time you have set, press (Stop) → repeat the procedure from the beginning → press (C) (Clear) at this step → press (Set) (Set).
- If you want to set another time, repeat the procedure from step 15.
- To end this procedure and return to the Standby mode, press (Stop).

17 To continue registration, and set other options for the current coded speed dialing code, press [Data Registration].

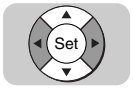
```
OPTIONAL SETTING
 2.TX TIME SETTNG
```



18 If you want to set the transmission type, press [▼] or [▲] until <3.TX TYPE> appears → press [Set].

If you do not want to perform this setting, proceed to step 20.

```
OPTIONAL SETTING
 3.TX TYPE
```
→
```
TX TYPE
            REGULAR TX
```



19 Press [▼] or [▲] to select the desired transmission type → press [Set].

There are several TX TYPE items to select. For details, see the table below.

```
TX TYPE
            REGULAR TX
```
→
```
OPTIONAL SETTING
 4.INTERNATIONAL
```

- **If you select 'REGULAR TX':**
  - ❑ Proceed to step 20.
- **If you select another TX Type:**
  - ❑ Set the ITU-T password and subaddress for the feature you select.
  - ❑ Proceed to step 20.

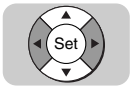
The TX TYPE menu includes these items:

Setting	Description
REGULAR TX	Designates the transaction as a normal transmission with no special features. You can cancel the currently set TX TYPE by selecting <REGULAR TX>.

Setting	Description
CONFIDENTIAL TX	Designates the transaction as a transmission to a confidential mailbox. Press [Set] → enter the subaddress and password for the confidential mailbox. (See "Sending a Confidential Document," on p. 7-12.)
1.PASSWORD	The ITU-T password for the other party's confidential mailbox.
2.SUBADDRESS	The ITU-T subaddress for the other party's confidential mailbox.
ORIG RELAY TX	Designates the transaction as a relay transmission with your machine as the originator. Press [Set] → enter the subaddress and password for the relay broadcast. (See "Sending a Document to a Relay Unit for Relay Broadcasting," on p. 6-11.)
1.PASSWORD	The ITU-T password for the relay broadcast.
2.SUBADDRESS	The ITU-T subaddress for the relay broadcast.
SUBADDRESS TX	Enables you to enter an ITU-T password or subaddress for the transmission. (See "Sending a Document with a Subaddress/Password," on p. 3-32.)
1.PASSWORD	The ITU-T password for the transmission.
2.SUBADDRESS	The ITU-T subaddress for the transmission.
POLLING RX	Enables you to set a coded speed dialing code to poll another machine every time you use it to dial. Press [Set] → enter the ITU-T subaddress and password. (See "Polling Other Fax Machines to Receive a Document," on p. 8-3.)
1.PASSWORD	The ITU-T password for the other party's polling box.
2.SUBADDRESS	The ITU-T subaddress for the other party's polling box.

NOTE

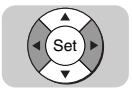
- For details about sending documents using ITU-T subaddresses and passwords, see the procedure for sending a document with a subaddress and password on p.3-32.
- You can cancel the currently set TX TYPE by selecting 'REGULAR TX'.
- Only one feature can be set for the TX TYPE. The next time you open the TX TYPE menu to change a setting, you will see the currently set item displayed.



20 If you experience transmission errors during long distance sending, and want to change the long distance setting, press [▼] or [▲] until <4.INTERNATIONAL> appears → press [Set].

If you do not want to perform this setting, proceed to step 22.

OPTIONAL SETTING 4.INTERNATIONAL	→	INTERNATIONAL DOMESTIC



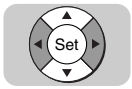
21 Press [▼] or [▲] to select the desired long distance setting → press [Set].

You can select 'DOMESTIC', 'INTERNATIONAL (1)', 'INTERNATIONAL (2)', or 'INTERNATIONAL (3)'.

INTERNATIONAL INTERNATIONAL(1)	→	OPTIONAL SETTING 5.TX SPEED

NOTE

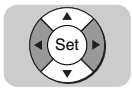
If you experience transmission errors during long distance sending, change the long distance setting. Select 'INTERNATIONAL (1)', and try to send the document again. If this setting does not solve the problem, try settings (2) and (3).



22 If you want to change the transmission speed, press [▼] or [▲] until <5.TX SPEED> appears → press [Set].

If you do not want to perform this setting, proceed to step 24.

OPTIONAL SETTING 5.TX SPEED	→	TX SPEED 33600bps

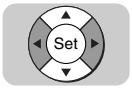


23 Press [▼] or [▲] to select the desired transmission speed → press [Set].

TX SPEED 33600bps	→	OPTIONAL SETTING 6.ECM

NOTE

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select '33600bps', '14400bps', '9600bps', or '4800bps'.

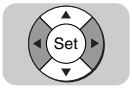


24 If you want to turn ECM (Error Correction Mode) 'ON' or 'OFF', press [▼] or [▲] until <6.ECM> appears → press [Set].

OPTIONAL SETTING 6.ECM	→	ECM ON

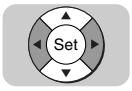
NOTE

ECM (Error Correction Mode) reduces system and line errors during sending or receiving with another fax machine that supports ECM. If the other fax machine does not support ECM, this setting is ignored. If the transmission speed appears to be extremely slow, you may be able to speed up the transmission time by turning the ECM 'OFF'.



25 Press [▼] or [▲] to select 'ON' or 'OFF' → press [Set].

ECM ON	→	OPTIONAL SETTING 7.TX LINE SELECTION



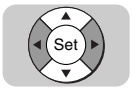
26 If you want to select a telephone line for outgoing fax transmissions, press [▼] or [▲] until <7.TX LINE SELECTION> appears → press [Set].

If you do not want to perform this setting, proceed to step 28.

OPTIONAL SETTING 7.TX LINE SELECTION	→	TX LINE SELECTION AUTO

NOTE

This setting becomes available only when the optional Dual-Line Upgrade Kit is installed on your machine.



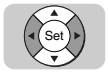
27 Press [▼] or [▲] to select <AUTO> or <FIXED> → press [Set].

<AUTO>: The machine uses the available telephone line for outgoing fax transmissions.

<FIXED>: The machine uses only the telephone line you select here for outgoing fax transmissions.

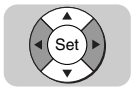
- **If you select 'AUTO':**
  - ❑ Proceed to step 28.

● **If you select 'FIXED':**



❑ Press [▼] or [▲] to select a line → press [Set].

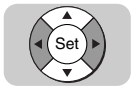
TX LINE SELECTION LINE 1	→	OPTIONAL SETTING 8.SENDER NAME



28 If you want to select a sender name, press [▼] or [▲] until <8.SENDER NAME> appears → press [Set].

If you do not want to perform this setting, proceed to step 30.

OPTIONAL SETTING 8.SENDER NAME	→	SENDER NAME 00:CANON DIV.



29 Press [▼] or [▲] to select a sender name → press [Set].

SENDER NAME 02:L.SMITH	→	TEL# REGISTRATION *013=

If you want to set up other coded speed dialing codes, repeat this procedure from step 2.

This completes all the optional settings for a coded speed dialing code.

NOTE

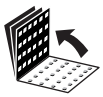
To perform this setting, you had to previously register sender's names.

30 Press [Stop] to return to the Standby mode.

Setting Up Group Dialing

Group dialing enables you to register several telephone numbers for one-touch speed dialing or for coded speed dialing so you can dial a large group of numbers by pressing a one-touch speed dialing key, or by pressing [Coded Dial], followed by a three digit code. Telephone numbers already registered for one-touch or coded speed dialing can be registered as members of a group.

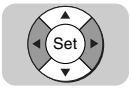
Follow this procedure to register a group of telephone numbers for group dialing.



1 **Open all three one-touch speed dialing panels.**

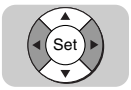
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



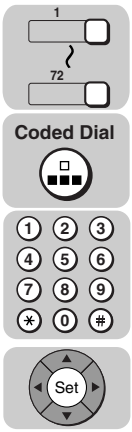
3 **Press [▼] or [▲] until <4.ADD. REGISTRATION> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 4.ADD. REGISTRATION
```
→
```
ADD. REGISTRATION
 1.1-TOUCH SPD DIAL
```



4 **Press [▼] or [▲] until <3.GROUP DIAL> appears → press [Set].**

```
ADD. REGISTRATION
 3.GROUP DIAL
```
→
```
GROUP DIAL
 01=
```



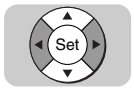
5 Specify an empty one-touch speed dialing key or coded speed dialing code that you want to set as the group dial → press [Set].

```
GROUP DIAL
 03=
```
→
```
GROUP DIAL
 1.DSTN TEL/ID
```

To specify a one-touch speed dialing key, press [▼] or [▲] to scroll through the number display, or close the appropriate one-touch speed dialing panel → press the one-touch speed dialing key you want to specify.

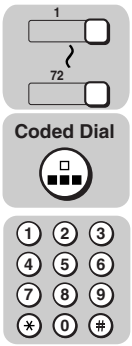
To specify a coded speed dialing code, press (Coded Dial) → enter the three digit code (000-127) you want to specify using the numeric keys.

If a number or key is already in use, either <1-TOUCH SPD DIAL>, <CODED SPD DIAL>, or <GROUP DIAL> appears on the LCD display.



6 Press [▼] or [▲] until <1.DSTN TEL/ID> appears → press [Set].

```
GROUP DIAL
 1.DSTN TEL/ID
```
→
```
TEL=
```



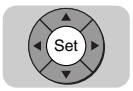
7 Register all the destinations for the group.

To register a one-touch speed dialing key, close the appropriate one-touch speed dialing panel → press the one-touch speed dialing key which contains the telephone number you want to include in the group.

To register a coded speed dialing code, press (Coded Dial) → use the numeric keypad to enter the three digit code which contains the telephone number you want to include in the group.

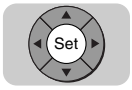
NOTE

You can enter up to 199 numbers.



8 When you are finished registering destinations, press [Set].

```
GROUP DIAL
 2.NAME
```



9 Press [Set] to enter a name for the group.

```
                    :A
_
```

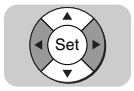
10 Enter a name for the group (up to 16 characters long) using the numeric keys → press [Set].

For more information on how to enter names, see “Entering Names for Registration,” on p. 1-13.

```
                    :A
CANON GROUP A
```
→
```
GROUP DIAL
 3.OPTIONAL SETTING
```

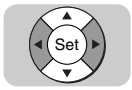
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

This completes the minimum settings for registering a group dial.



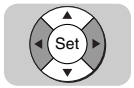
11 Press [▼] or [▲] until <3.OPTIONAL SETTING> appears → press [Set].

```
GROUP DIAL
 3.OPTIONAL SETTING
```
→
```
OPTIONAL SETTING
                OFF
```



12 Press [▼] or [▲] to display <ON> → press [Set].

```
OPTIONAL SETTING
                ON
```
→
```
OPTIONAL SETTING
 1.ACCESS CODE
```



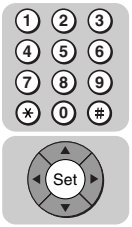
13 If you want to set an access code, press [▼] or [▲] until <1.ACCESS CODE> appears → press [Set].

If you do not want to perform this setting, proceed to step 15.

```
OPTIONAL SETTING
 1.ACCESS CODE
```
→
```
ACCESS CODE
```

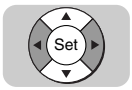
NOTE

- If you want to use access code dialing, you have to register an access code (from two to five digits) that represents the group dial you are registering.
- To use access code dialing, you need to set ACCESS CODE to 'USE' from the SYSTEM SETTINGS menu, and set up the access code key. (See "Setting Up the Access Code Key," on p. 2-29.)



14 Enter an access code (from two to five digits) using the numeric keys → press [Set].

ACCESS CODE 333	→	OPTIONAL SETTING 2.TX TIME SETTNG



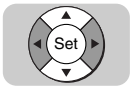
15 If you want to set the time for the group transmission, press [▼] or [▲] until <2.TX TIME SETTNG> appears → press [Set].

If you do not want to perform this setting, proceed to step 19.

OPTIONAL SETTING 2.TX TIME SETTNG	→	TX TIME SETTNG 1: :

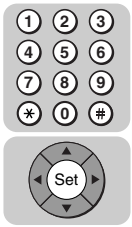
NOTE

- You can set up to five different times in a 24-hour period for sending.
- If you set the timer for a group dial, every document you send using this group dial is sent at the same time everyday.



16 Press [▼] or [▲] to select a preset time number (1 to 5) → press [Set].

TX TIME SETTNG 1: :	→	TX TIME SETTNG _ :



17 Enter the time in 24-hour notation using the numeric keys (e.g., 1:00 p.m. as 13:00) → press [Set].

TX TIME SETTNG 00:30	→	TX TIME SETTNG 2: :

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

NOTE

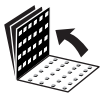
- If you want to clear the time you have set, press (Stop) → repeat the procedure from the beginning → press (C) (Clear) at this step → press (Set) (Set).
- If you want to set another time, repeat the procedure from step 16.
- To end this procedure and return to the Standby mode, press (Stop).

18 To register another group, press [Data Registration] → repeat the procedure from step 5.

19 Press [Stop] to return to the Standby mode.

Setting Up the Access Code Key

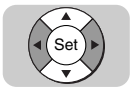
Follow the procedure below to assign an access code (from two to five digits) to represent a fax number. You can assign the access code key to [#] or any one-touch speed dialing key. Also, you can set the number of characters used for an access code.



1 Open all three one-touch speed dialing panels.

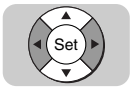
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

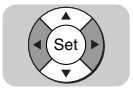
```
ADDITIONAL FUNCTIONS      FAX SETTINGS
 3.FAX SETTINGS       →    1.USER SETTINGS
```



4 Press [▼] or [▲] until <7.SYSTEM SETTINGS> appears → press [Set].

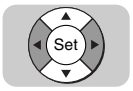
```
FAX SETTINGS              SYSTEM SETTINGS
 7.SYSTEM SETTINGS    →    1.MEMORY LOCK RX
```

If the prompt <SYSTEM SETTINGS PASSWORD> appears on the LCD display, enter the system administrator's password using the numeric keys → press Set (Set).



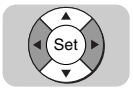
5 **Press [▼] or [▲] until <5.ACCESS CODE> appears → press [Set].**

SYSTEM SETTINGS 5.ACCESS CODE	→	ACCESS CODE DO NOT USE



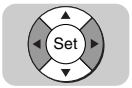
6 **Press [▼] or [▲] to display <USE> → press [Set].**

ACCESS CODE USE	→	ACCESS CODE 1.ACCESS CODE KEY



7 **Press [▼] or [▲] until <1.ACCESS CODE KEY> appears → press [Set].**

ACCESS CODE 1.ACCESS CODE KEY	→	ACCESS CODE KEY USING # KEY

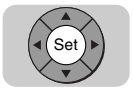


8 **Press [▼] or [▲] to select <USING # KEY> or <OTHER> → press [Set].**

<USING # KEY>: You have to press # (#) before entering an access code when using access code dialing.

<OTHER>: You can set a program one-touch key to be used as the access code key. If you select 'OTHER' here, be sure to designate any program one-touch key as the access code key. (See "Setting Up the Program One-Touch Key," on p. 10-15.)

ACCESS CODE KEY USING # KEY	→	ACCESS CODE 2.NO OF CHARACTERS

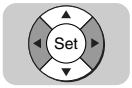


9 **Make sure that <2.NO OF CHARACTERS> is displayed → press [Set].**

ACCESS CODE 2.NO OF CHARACTERS	→	NO OF CHARACTERS 3CHARACTERS

NOTE

If you have already set access codes when registering telephone numbers for one-touch speed dialing keys, coded speed dialing codes, or group dialing, you cannot open the NO OF CHARACTERS menu. If you want to change the number of characters for an access code, turn 'OFF' OPTIONAL SETTING for each speed dialing key, code or group.



10 Press [▼] or [▲] to enter the number of characters for the access code → press [Set].

You can set from two to five characters.

```
NO OF CHARACTERS          FAX SETTINGS
        5CHARACTERS   →    8.LAN SETTINGS
```

11 Press [Stop] to return to the Standby mode.

Using Speed Dialing

Follow the procedures in this section to use speed dialing. The four speed dialing methods are one-touch speed dialing, coded speed dialing, group dialing, and access code dialing. If you forget where a number is registered, you can find it and dial it with directory dialing. (See “Using Directory Dialing,” on p. 2-39.)

Using One-Touch Speed Dialing

Follow this procedure to start a transmission and send a document with the press of a one-touch speed dialing key.

IMPORTANT

To use this feature, you must first register a telephone number for one-touch speed dialing. (See “Setting Up One-Touch Speed Dialing,” on p. 2-6.)

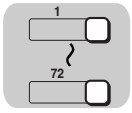
1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)



2 Press the desired one-touch speed dialing key.

If you do not see the number of the key you want, open the first or second one-touch speed dialing panel to see more keys.

After five or ten seconds, the machine starts to send the document.

```
TEL=          123 4567
 10 CANON U.S.A.NY
```

If you are using Direct Sending, you will see a series of brief, alternating messages that tell you the machine is dialing, calling then transmitting the document. The number being dialed, name of the other party, and transaction number of the document are also displayed.

```
TRANSMIT          0003
SCANNING        P.001
```

NOTE

- To start scanning immediately, press (Start). Otherwise, the machine waits five or ten seconds before it starts to scan. This timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)
- The machine does not dial the number registered for the one-touch speed dialing key until you place your documents for sending. If you press the one-touch speed dialing key before you place your documents, the machine prompts you to set your documents.

```
SET DOCUMENT
```

- If you press a one-touch speed dialing key where no number has been registered, the machine displays:

```
NOT REGISTERED
 07
```

- If you register a number for one-touch speed dialing, you can, as an option, set the time you want your document to go out (up to five different sending times in a day). (See "Setting Up One-Touch Speed Dialing," on p. 2-6.)
- If you want to send your document at a preset time using one-touch speed dialing, make sure that no other preset time has been set by someone else for the one-touch speed dialing key. (See "Setting Up One-Touch Speed Dialing," on p. 2-6.)
- If you want to cancel the transmission after you press a one-touch speed dialing key, press (Stop).

Using Coded Speed Dialing

Follow this procedure to start a transmission and send a document by pressing [Coded Dial] followed by a three digit code.

IMPORTANT

To use this feature, you must first register a telephone number for coded speed dialing. (See "Setting Up Coded Speed Dialing," on p. 2-15.)

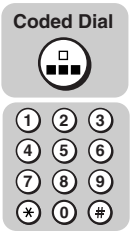
1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 Press [Coded Dial] → enter the desired three digit code (000-127) using the numeric keys.

After five or ten seconds, the machine starts to send the document.

```
TEL=          123 4567
*012 CANON CANADA
```

If you are using Direct Sending, you will see a series of brief, alternating messages that tell you the machine is dialing, calling, then transmitting the document. The number being dialed, name of the other party, and transaction number of the document are also displayed.

```
TRANSMIT          0005
SCANNING        P.001
```

NOTE

- To start scanning immediately, press (Start). Otherwise, the machine waits five or ten seconds before it starts to scan. This timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)
- The machine does not start dialing until you place your documents for sending. If you dial the code before you place your documents, the machine prompts you to set your documents.

```
SET DOCUMENT
```

- If you press (Coded Dial) and enter a three digit code where no number has been registered, the machine displays:

```
NOT REGISTERED
*011
```

- If you register a number for coded speed dialing, you can, as an option, set the time you want your document to go out (up to five different times in a day). (See "Setting Up Coded Speed Dialing," on p. 2-15.)
- If you want to send your document at a preset time using coded speed dialing, make sure that no other preset time has been set by someone else for the code. (See "Setting Up Coded Speed Dialing," on p. 2-15.)
- If you want to cancel the transmission after you enter the coded speed dialing code, press (Stop).

Using Group Dialing

Follow this procedure to start a transmission and send a document to several destinations with a one-touch or coded speed dialing number registered for group dialing.

IMPORTANT

To use this feature, you must first register a group of telephone numbers for one-touch or coded speed dialing. (See "Setting Up Group Dialing," on p. 2-24.)

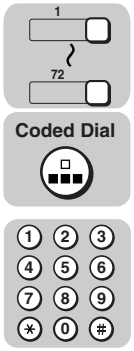
1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 Press the one-touch speed dialing key, or [Coded Dial] followed by the three digit code, where the group of telephone numbers you want to dial is registered.

After ten seconds, the machine starts to send the document.
The group dial name appears on the LCD display.

```
TEL=GROUP DIAL
 07 CANON GROUP A
```

The transaction number and page numbers of the document are also displayed during scanning.

```
TRANSMIT          0009
SCANNING        P.001
```

NOTE

- To start scanning immediately, press (Start). Otherwise, the machine waits ten seconds before it starts to scan. This timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)
- The machine does not start dialing until you place your documents for sending. If you try to specify destinations before you place your documents, the machine prompts you to set your documents.

```
SET DOCUMENT
```

- If you press a one-touch speed dialing key, or (Coded Dial) followed by a three digit code, where no number has been registered, the machine displays:

```
NOT REGISTERED
 09
```

- If you register fax numbers for group dialing, you can, as an option, set the time you want your document to go out (up to five different times in a day).
- If you want to send your document at a preset time using group dialing, make sure that no other preset time has been set by someone else for the group. (See "Setting Up Group Dialing," on p. 2-24.)

- If you want to cancel the transmission after you press a one-touch speed dialing key or enter a coded speed dialing code under which a group is registered, press (Stop).

Using Access Code Dialing

Follow the procedure to start a transmission and send a document using access code dialing.

IMPORTANT

To use this feature, you must first set ACCESS CODE to 'USE' from the SYSTEM SETTINGS menu, and set up the access code key. (See "Setting Up the Access Code Key," on p. 2-29.) Also, you have to register an access code when registering a telephone number for one-touch or coded speed dialing. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)

1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)

2 Press the access code key that you have set.

If you have set (#) (#) as the access code key, press (#) (#).

If you have set the access code key to 'OTHER', press the corresponding program one-touch key.

3 Enter the access code (from two to five digits) using the numeric keys.

```
TEL=
#11
```

After five or ten seconds, the machine starts to send the document.

```
TEL=          123 4567
 10 CANON U.S.A.NY
```

The transaction number and page numbers of the document are also displayed during scanning.

```
TRANSMIT          0009
SCANNING        P.001
```

If you are using Direct sending, you will see a series of brief, alternating messages that tell you the machine is dialing, calling, then transmitting the document. The number being dialed, name of the other party, and transaction number of the document are also displayed.

NOTE

- To start scanning immediately, press (Start). Otherwise, the machine waits five to ten seconds before it starts to scan. This timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)
- The machine does not start dialing until you place your documents for sending. If you enter the access code before you place your documents, the machine prompts you to set your documents.

```
SET DOCUMENT
```

- If you press the access code key and enter an access code where no number has been registered, the machine displays:

```
TEL=
```

- If you want to cancel the transmission after you press the access code, press (Stop).

Using Directory Dialing

Follow this procedure to look up the other party's name and retrieve the number for dialing. This feature is convenient when you know the other party's name, but cannot recall the one-touch speed dialing key, the code for coded speed dialing, or group dialing where the number is registered.

1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

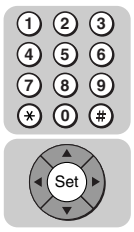
```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)

2 Press [Directory].

```
                    :A
_
```



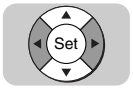
3 Press a key on the numeric keypad which corresponds to the first letter of the name of the party you are searching for → press [Set].

For example, if you press 7 (PRS), and Set (Set), the first name which starts with the letter 'P' is displayed. If no name starting with the letter 'P' is registered, a name whose first letter is nearest to 'P' will be displayed.

```
P                   :A
```

→

```
PACIFIC BEACH       :A
```

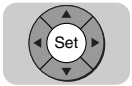


4 Press [▼] or [▲] to scroll through the other names → press [Set].

```
SOUTHWEST                :A
```
→
```
TEL=          0123123123
 03 SOUTHWEST
```

NOTE

- The names for one-touch speed dialing numbers are prefixed with two digits, and the names for coded speed dialing numbers are prefixed with an asterisk (✳) and three digits.
- If the display does not change after you press [▼] or [▲], this means only one name and number is registered for the key you just pressed.



5 With the telephone number you want to dial displayed, press [Set] → [Start].

Sending starts.

```
TRANSMIT          0011
SCANNING        P.001
```

Sending Documents

3
CHAPTER

This chapter describes the fundamental procedures for dialing and sending documents.

We also show you how to send a document to more than one location, set a document for delayed sending, and send a document with a subaddress and password.

Setting a Document for Sending 3-2
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Setting a Document for Sending

This section explains how to place your documents on the machine.

Preparing the Document

Follow these simple guidelines to check your document before you set your document on the machine for scanning.

IMPORTANT

- For best results, load only documents of recommended standard size and weight. (See “Documents You Can Scan,” on p. 14-4.)
- To avoid paper jams, never feed thick documents or documents backed with carbon paper.
- To avoid paper jams and possible damage to the machine, avoid wrinkled or creased paper, carbon paper, curled paper, coated paper, and onion skin or other very thin papers.
- To avoid paper jams or damaging the machine, inspect the documents carefully and make sure they are free of pins, staples, paper clips, and other metal fasteners.
- Make sure all the documents are dry. They should not have wet ink, glue, or paste on their surfaces.
- Before you feed a stack of documents into the machine, make sure all the pages are of the same size and thickness. Do not attempt to feed documents of mixed sizes and thicknesses in the same stack.

NOTE

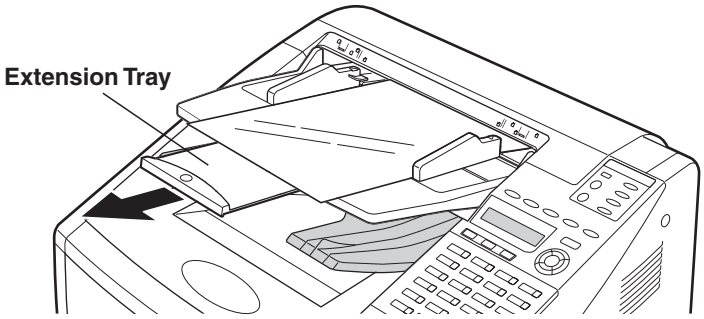
- The document guides on the document feeder tray can be adjusted to fit the width of nonstandard size paper. For best results, all of the sheets in the stack should be of the same width.
- Although the document guides on the document feeder tray indicate that 11" x 17" paper can be placed in the document feeder tray, the effective scanning width is up to 10" (B4) paper.
- For documents that are larger or smaller than these recommended sizes, reduce or enlarge them on a copy machine, then send the copy. (See “Documents You Can Scan,” on p. 14-4.)
- The machine does not scan completely to the edges of the paper, and anything beyond this recommended margin is not scanned for sending. (See “Documents You Can Scan,” on p. 14-4.)

Setting the Document on the Machine

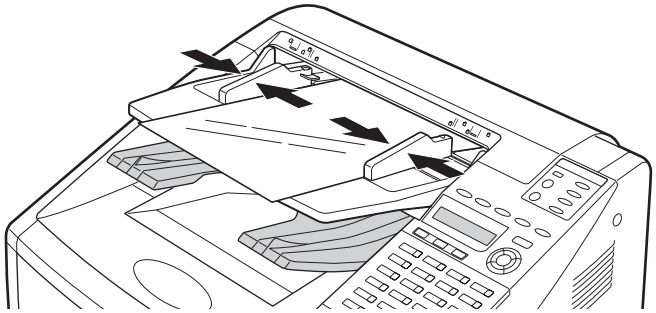
You can set a stack of up to 50 letter or A4 size pages, or 20 legal or 11" x 17" or B4 size pages into the document feeder for scanning. However, the effective scanning width is up to 10" (B4) size paper.

1 Place your document face up in the document feeder tray.

If the document is too long for the document feeder tray (e.g., legal size or 11" x 17"), pull out the document extension tray.

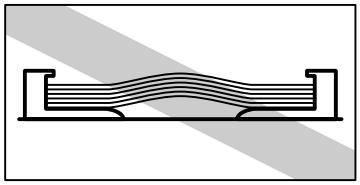


2 Adjust the document guides to fit the width of your document.

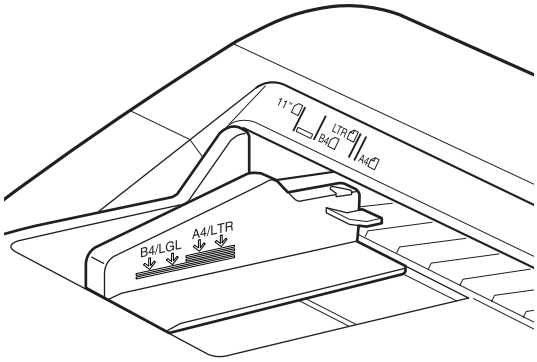


IMPORTANT

Do not set the document guides so tight against the sides of the document, that the document bends.



3 Make sure the document is below the load limit marks for A4/LTR or B4/LGL sizes.



4 Insert the document fully into the feeder until the leading edges of the document stops.

The following messages appear on the LCD display:

```
MEM IN USE
                    4%
```

```
DOCUMENT READY
```

NOTE

If the machine already displays <DOCUMENT READY> before you set your document, a small-sized document, such as a STMT document, may have remained in the automatic document feeder from a previous fax or copy job. In such a case, remove the small-sized document from the automatic document feeder, and set your document.

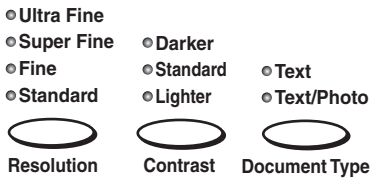
Adjusting the Scan Settings

Canon's original UHQ (Ultra High Quality) imaging technology enables you to send documents that are very close to the quality of the original document. For best results, adjust the scan settings for special documents before sending.

NOTE

The light indicators on the operation panel tell you the current settings.

1 Press the appropriate key underneath the indicators repeatedly to illuminate the desired scan setting.



[Resolution]: Adjusts the resolution for documents with fine text and thin lines. The higher the resolution, the higher the output quality, but the slower the scanning speed.

Ultra Fine:	Eight times the Standard resolution.
Super Fine:	Four times the Standard resolution.
Fine:	Twice the Standard resolution.
Standard:	For normal printed or typewritten text.

[Contrast]: Adjusts the lightness/darkness of the document pages scanned for sending.

Darker:	For documents with light text or colors.
Standard:	For normal printed or typewritten text.
Lighter:	For documents with dark text or colors.

[Document Type]: Select for documents containing text only or both text and photographs on the same page.

Text:	For documents that contain text without photographs.
Text/Photo:	For documents that contain text and photographs on the same page. Automatically, the machine adjusts the quality of the image and text on the same page.

NOTE

If the other party does not have the Ultra Fine setting, and you send a document with 'Text/Photo' set as the document type setting and 'Ultra Fine' is set for the resolution setting, the image the other party receives reproduces at the other party's maximum resolution setting.

Selecting a Sender's Name

Follow this procedure to select one of the registered sender's names.

Sender's names are selected by pressing [TTI Selector].

NOTE

- This setting is optional. If you do not select a sender's name before sending a document, the registered unit's name is printed at the top of the document in the sender information area. (See "Registering Required Sender Information (TX TERMINAL ID)," on p. 1-16.)
- If you select a sender's name before you send a document, it replaces the unit's name printed in the sender information area. (See "Registering Required Sender Information (TX TERMINAL ID)," on p. 1-16.)
- Up to 99 sender's names can be registered. At least one sender's name must be registered so you can use this feature. (See "Registering Sender's Names," on p. 1-24.)

1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

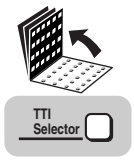
```
DOCUMENT READY
```

NOTE

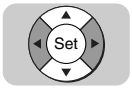
You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)

2 Specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See "Using Regular Dialing," on p. 3-8, "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.)



3 Open all three one-touch speed dialing panels → press [TTI Selector].



4 Press [▼] or [▲] until the desired sender's name appears on the LCD display → press [Set].

You can also press [TTI Selector] repeatedly to search for the desired sender's name.

5 Continue the procedure for sending the document.

Using Regular Dialing

When you come to a step that requires dialing a number, you can dial the number with the keys on the numeric keypad, just like you would when dialing a telephone number. This is called “regular dialing.”

NOTE

To make dialing easier, register frequently used numbers to the one-touch speed dialing keys or coded speed dialing codes. (See “Using Speed Dialing,” on p. 2-32.)

1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)

2 Dial the telephone number using the numeric keys.

NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → begin entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ◇ (Stop) to return to the Standby mode → start again.

3 Press [Start].

The machine starts scanning the first page into memory.

Cancel Sending a Document

Follow this procedure to cancel a transmission in progress.

Cancel Sending on a Single Line

1 Press [Stop].

If you are using Direct Sending, an alarm sounds, and the transmission is canceled immediately. Press [Set].

```
STOP KEY PRESSED
PRESS SET KEY
```

If you are using Memory Sending, the following message is displayed:

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

2 Press [*] to cancel the transmission.

If you do not want to cancel the transmission, press (#) (#).

After you press [*] to cancel the transmission, an alarm sounds, and a report automatically prints, unless this feature has been turned 'OFF'. (See "Report Settings," on p. 11-11.)

12/31/2002 11:48 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ERROR TX REPORT ***
****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO	0006
RECIPIENT ADDRESS	761 1298
DESTINATION ID	JOHN BARRISTER
ST. TIME	12/31 11:48
TIME USE	00'00
PAGES SENT	0
RESULT	NG STOP

Cancel Sending on a Dual Line

If you have installed the optional Dual-Line Upgrade Kit and both lines are in use at the same time, and you want to select a transmission to cancel, follow this procedure.

1 Press [Stop].

If the machine is using both lines when you press [Stop], you will be prompted on the LCD display to select which transaction you want to cancel.

NOTE

If you are using Direct Sending, you cannot a switch the lines. You can only view transactions for the current line being used.

2 Press [▼] or [▲] to select the transaction you want to cancel → press [Set].

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

3 Press [*] to cancel the transmission.

If you do not want to cancel the transmission, press (#) (#).

After you press (*) (*) to cancel the transmission, an alarm sounds, and a report automatically prints, unless this feature has been turned 'OFF'. (See "Report Settings," on p. 11-11.)

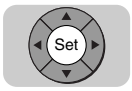
Checking/Canceling Fax Jobs

Flow of Checking Operations

Follow the procedure below to check the detailed information about a fax transaction. This feature is convenient when you want to check the status of a transaction without printing an Activity Report.

1 Press [Monitor].

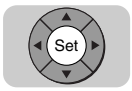
```
FAX MONITOR
1. FAX
```



2 Press [Set].

If you want to check the transaction results, press [◀] or [▶] to display <2.TX/RX RESULTS>.

```
FAX MONITOR
 1.RX/TX STATUS
```



3 Press [Set].

To scroll through the list of jobs, press [▼] or [▲].

```
18:09 5003 RX OK
          0311111111
```

```
--:-- 0003 TX TRM...
            123 4567
```

The fax jobs appear on the LCD display one at a time.

NOTE
The Monitor screen does not appear during scanning.

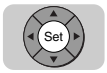
4 Press [Stop] to return to the Standby mode.

Canceling with the Stop key

1 Press [Stop].

● **If you press [Stop] during scanning:**

```
STOP KEY PRESSED
PRESS SET KEY
```



❑ Press [Set].
The scanning stops and the job will be canceled.

● **If there is only one job being processed:**

❑ Press [∗].
If you do not want to cancel the job, press ⓗ (#).

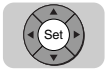
```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

The job will be canceled.

● **If there are multiple jobs:**

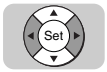
```
STOP KEY PRESSED
FAX=(*)  COPY=(#)
```

❑ Press [∗] to select the fax job you want to cancel → press [∗].



❑ Press [Set].

```
FAX MONITOR
 1.RX/TX STATUS
```



❑ Press [▼] or [▲] to select a job → press [Set].

```
02:22 0008 TX
CANON
```
→
```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

❑ Press [∗].

If you do not want to cancel the job, press ⓗ (#).

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

The selected job will be canceled.

NOTE

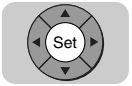
- You cannot select multiple jobs and cancel them all at once.
- When canceling multiple jobs, select and cancel one by one.

Canceling a Job from the Monitor Screen

You can cancel a fax job during sending or while it is waiting to be processed.

1 Display the job you want to cancel.

For instructions explaining how to display the desired job, see “Checking/Canceling Fax Jobs,” on p. 3-11.



2 Press [Set].

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

3 Press [∗].

If you do not want to cancel the job, press ⓗ (#).

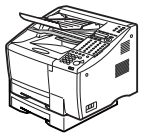
The selected job is canceled.

Dialing Long Distance with Regular Dialing

Follow this procedure to dial a long distance number and send a document using regular dialing.

NOTE

To take advantage of the speed dialing features, register frequently dialed long distance numbers under one-touch speed dialing keys or coded speed dialing codes. (See "Setting Up One-Touch Speed Dialing," on p. 2-6. or "Setting Up Coded Speed Dialing," on p. 2-15.)



1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)

2 Press [Hook] if you want to use Manual Sending.

If you know the other party's fax machine is set to automatically receive documents, proceed to the next step.

```
TEL=
```

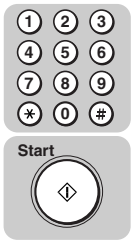
After you press (Hook), the In Use/Memory lamp flashes green, and you are able to hear the dial tone.

3 Dial the long distance number using the numeric keys.

```
TEL=              011P81
```

NOTE

- You cannot select a sender's name after you press (Hook), or pick up the handset.
- When you dial the fax number using the numeric keys, you cannot insert a pause after you press (Hook), or pick up the handset.
- If you did not press (Hook) in step 2, you may have to insert a pause into the middle of the number for long distance dialing. (See "Entering Pauses for Dialing," on p. 2-2.) For details about the location and necessary length of the pause, contact your local telephone company or local authorized Canon dealer.



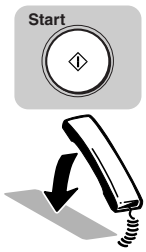
4 Dial the remainder of the number using the numeric keys → press [Start].

```
TEL=  011P811234567P
```

After a few moments the call connects.

NOTE

- If you did not press (Hook) in step 2, you may have to insert a pause at the end of the telephone number. The pause at the end of a number is 10 seconds. For details about the necessary length of the pause, contact your local telephone company or local authorized Canon dealer.
- If you have installed the optional handset, when the other party answers, you can pick up the handset and talk. Tell the other party to press (Start) on their machine, then hang up their handset. When you hear a high pitched tone, their machine is ready to receive your document.
- If you hear a high pitched tone as soon as the call connects, the other party is ready to receive.



5 Press [Start] → hang up your handset.

The machine starts to send the document.

NOTE

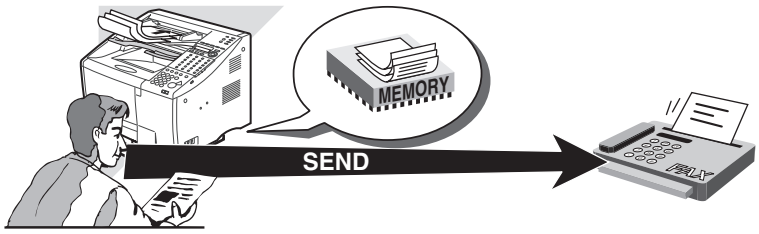
If the off hook alarm starts beeping, make sure the handset is resting properly on the handset cradle. The volume of the off hook alarm can be adjusted. (See Chapter 5, "Summary of Important Settings," in the *Reference Guide*.)

Overview of Sending Methods

This section briefly describes the methods and advantages of the three main sending methods: Memory Sending, Direct Sending, and Manual Sending.

Memory Sending

Memory Sending enables you to scan and send your documents fast, allowing you to get your documents back quickly so you do not have to spend so much time standing around the machine. You can start scanning documents for sending even while the machine is busy sending another document.



1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)

2 Specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See "Using Regular Dialing," on p. 3-8, "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.)

NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → begin entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ◇ (Stop) to return to the Standby mode → start again.

3 Press [Start].

The machine starts scanning the first page into memory.

NOTE

- If you are using one-touch or coded speed dialing with the timeout feature 'ON', you do not need to press Ⓢ (Start). The machine pauses for five seconds before it starts scanning the document automatically.
- The timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)

Messages Displayed After Pressing the Start Key

When the machine sends a document, messages appear on the LCD display, and report the following information about the transmission:

■ Transaction Number

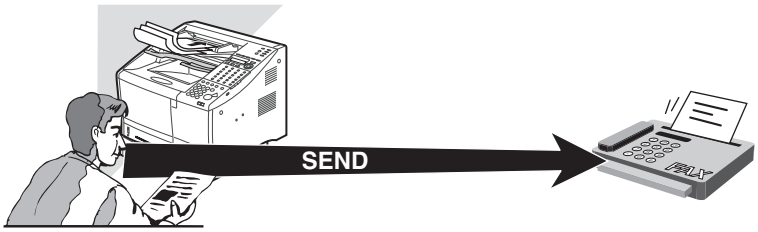
A transaction number is assigned to every document that is sent from your machine starting with 0001 up to 4999. When the number 4999 is reached, numbering begins again from 0001.

NOTE

If you have installed the optional Dual-Line Upgrade Kit and both lines are in use at the same time, press [Monitor] → press [▼] or [▲] to select the transaction to cancel → press ◇ (Stop). (See "Checking/Canceling Fax Jobs," on p. 3-11.)

Direct Sending

The machine dials the number, connects the call, and then scans and sends the document one page at a time. Direct Sending is slower than Memory Sending, but because this method bypasses the memory, you can send a document ahead of other documents stored in memory.



NOTE

- Direct Sending scans and sends each page one at a time.
- With Direct Sending, you can watch each page as it is scanned and sent.
- Although Direct Sending is slower than Memory Sending, you can use Direct Sending if you need to send an urgent document ahead of other documents stored in memory.
- You can also use Direct Sending when the memory is full, and there is no space to hold another document in memory.

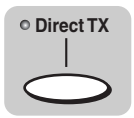
1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)



2 Press [Direct TX].

The Direct TX indicator lights.

The Direct Sending mode is activated.

3 Specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, group dialing or directory dialing. (See "Using Regular Dialing," on p. 3-8, "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.)

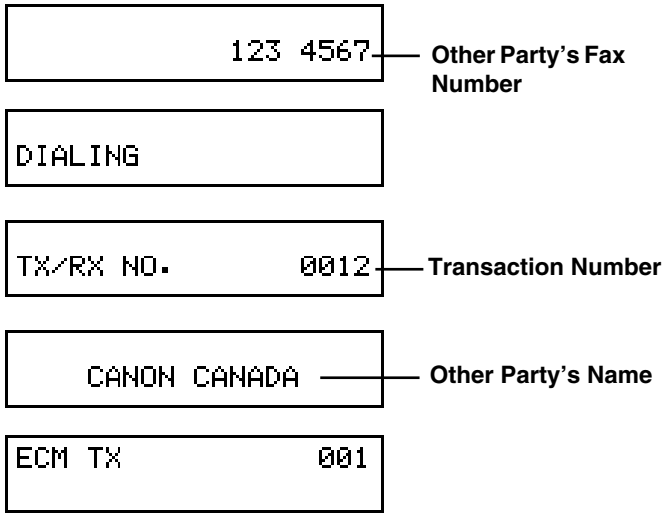
NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → begin entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ◇ (Stop) to return to the Standby mode → start again.

4 Press [Start].

The machine dials the other party's number and sends the fax. Each page is sent as it is scanned.

A series of messages appear on the LCD display, and report the other party's name, telephone number, and transaction number.

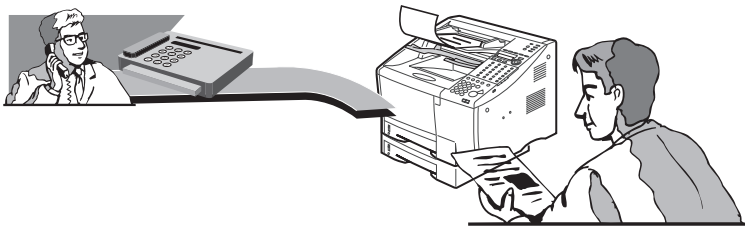


NOTE

When sending a small-sized document, such as a document of STMT size paper, the document may remain in the automatic document feeder after sending. As a result, this document might be sent again with the next sender's document. Therefore, when sending a small-sized document, make sure that the document does not remain in the automatic document feeder after sending.

Manual Sending

Manual Sending enables you to talk to the other party before you send the document. This method is useful if the operator of the other fax machine must manually prepare the fax machine to receive your document.



NOTE

The handset is available as an option. (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.).

1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You cannot select the sender's name when sending documents manually.

2 Press [Hook].

If you have installed the optional handset, pick up the handset without pressing (Hook).

The In Use/Memory lamp flashes green, and you can hear the dial tone.

3 Specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing. (See "Using Regular Dialing," on p. 3-8, or "Using Speed Dialing," on p. 2-32.)

NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → begin entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ◇ (Stop) to return to the Standby mode → start again.

4 When you hear the other party answer the call, pick up the handset and talk.

If you hear a high pitched tone, instead of the other party's voice, the machine is ready to receive your document. Proceed to step 6.

5 Ask the other party to press the start key on their fax machine, then hang up their handset.

After the other party presses the start key on their fax machine, you will hear a high pitched tone.

6 Press [Start] on your machine → hang up your handset.

Sending starts.

IMPORTANT

If the off hook alarm starts beeping, make sure the handset is resting properly on the handset cradle. The volume of the off hook alarm can be adjusted. (See "User Settings," on p. 11-5.)

Redialing When the Line Is Busy

If the other party's line is busy or there is no answer, the machine waits two minutes, then tries to dial the same number again. This feature is called "Automatic Redialing."

What Is Automatic Redialing?

After the initial dialing attempt, the machine waits two minutes, and tries to dial again. If the second attempt fails, the machine waits for two more minutes, and makes a third and final attempt to complete the call.

Auto Redial can be turned 'ON' and 'OFF'. To perform this procedure, see "Setting Up Redialing," on p. 3-23.

The number of redialing attempts and the time interval between attempts can also be set with the Auto Redial feature.

■ Messages Displayed When Redialing

While the machine is waiting to redial when using Direct TX, the following message is displayed:

```
AUTO REDIAL
TX/RX NO.       0019
```

If all redialing attempts fail, the machine cancels the transaction, displays the following message, and prints an Error TX report to remind you that the transmission did not complete.

```
DIRECT SENDING NG
PRESS SET KEY
```

NOTE

- To cancel redialing, if you are using Direct Sending, press (Stop). If you are using Memory Sending, press [Delete File].
- To erase the document from memory, press [Delete File]. (See "Erasing a Document from Memory," on p. 9-22.)
- Even if the machine is set to redial several times, it redials only once if there is no dial tone or ring back tone during the first attempt.

Setting Up Redialing

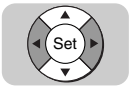
Follow this procedure to modify these redialing features:

- The number of times the machine attempts to redial.
- The length of the time interval that the machine waits between redialing attempts.
- Whether to perform automatic redialing when a transmission error occurs.

1 **Open all three one-touch speed dialing panels.**

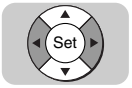
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



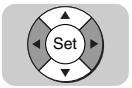
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



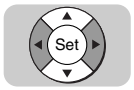
4 **Press [▼] or [▲] until <3.TX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 3.TX SETTINGS
```
→
```
TX SETTINGS
 1.ECM TX
```



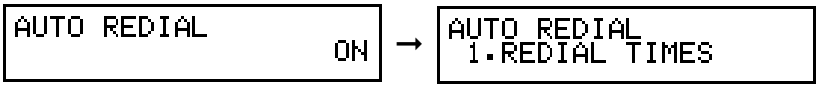
5 **Press [▼] or [▲] until <3.AUTO REDIAL> appears → press [Set].**

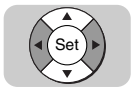
```
TX SETTINGS
 3.AUTO REDIAL
```
→
```
AUTO REDIAL
                ON
```



6 Press [▼] or [▲] to display <ON> → press [Set].

If you select 'OFF', proceed to step 8. In this case, redialing is not attempted after the first dialing attempt fails.





7 Press [▼] or [▲] to display the desired Auto Redial setting → press [Set].

The AUTO REDIAL menu includes the following items:

Setting	Description
1. REDIAL TIMES	Sets the number of times the machine attempts to dial a number before it cancels the transaction automatically. Even if the machine is set to redial several times, it will redial only once if there is no dial tone or ring back tone during the first attempt. You can set the machine to redial between 01 to 10 times. (Default setting: '02TIMES'*)
2. REDIAL INTERVAL	Sets the length of time the machine waits between redialing attempts. You can set the time interval between 02 to 99 minutes. (Default setting: '02MIN'.*)
3. TX ERROR RESEND	Selects whether to perform automatic redialing when a transmission error occurs.
ON*	The machine automatically redials the number after a transmission error occurs, and enables you to customize the redial operation.
ERROR & 1ST PAGE*	The machine redials the number and resends the document from the page where the error occurred, as well as the first page of the document.
ERROR PAGE	The machine redials the number and resends the failed pages only.
ALL PAGES	The machine redials the number and resends all pages of the document.
OFF	The machine does not automatically redial the number after a transmission error occurs.

An asterisk (*) indicates the default setting.

8 **Press [Stop] to return to the Standby mode.**

Sequential Broadcasting to More Than One Location

Follow this procedure to scan the documents once and send them to several locations. With this sending method, called “Sequential Broadcasting,” you can send the same document to a maximum of 210 locations.

NOTE

- If you frequently send the same document to several locations, use Group Dialing. With Group Dialing, you can register up to 199 facsimile numbers, and send the same document to these numbers with the press of only one or four keys. (See “Setting Up Group Dialing,” on p. 2-24, and “Using Group Dialing,” on p. 2-35.)
- If you use Sequential Broadcasting frequently, and you want to make sure that all transactions are completed, assign the PRINT REPORT function to a program one-touch key. Then, before you send a document, press the program one-touch key under which the Print Report function is registered to have the machine print a multiple transaction report to confirm that the document was sent to all destinations. (See “Setting Up the Program One-Touch Key,” on p. 10-15.)

1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

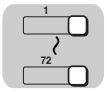
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)

2 Specify the destinations by entering the fax numbers one right after the other.

There are five methods you can use to enter the numbers for Sequential Broadcasting.

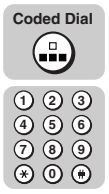
● **To use one-touch speed dialing:**



❑ Press the desired one-touch speed dialing key. You can dial up to 72 destinations.

```
TEL=          123 4567
 10 CANON U.S.A.NY
```

● **To use coded speed dialing:**



❑ Press [Coded Dial] → enter the desired three digit code using the numeric keys. You can dial up to 128 destinations.

```
TEL=          123 4567
*012 CANON CANADA
```

● **To use access code dialing:**

❑ Press the access code key → enter the access code (from two to five digits) using the numeric keys.

```
TEL=       0333333333
 01 CANON U.S.A.  NY
```

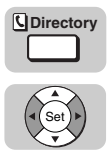
● **To use regular dialing:**

❑ Dial the desired number using the numeric keys → press [Set] after each number you enter. You can dial up to 10 destinations.

```
TEL=       0112334567
```

Press [Redial/Pause] to redial the last number dialed using the numeric keys.

● **To use directory dialing:**



❑ Press [Directory] → a numeric key which contains the first letter of the desired destination → press [Set].

❑ Press [▼] or [▲] to scroll through the registered names until you find the desired destination → press [Set].

```
TEL=       0311111111
 01 CANON
```

NOTE

- You must dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other.
- If you wait longer than the timeout interval before specifying the next destination, the machine starts scanning the documents. The timeout interval can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)

3 After you have specified all of the destinations, press [Start].

The machine starts scanning the first page into memory.

NOTE

- Regardless of the order you used when dialing, the machine sends the document to the destinations you specified in this order: one-touch speed dialing numbers, coded speed dialing numbers, access code dialing numbers, regular dialing numbers, then redialing.
- To cancel Sequential Broadcasting, press (Stop). After the message <CANCEL DURING TX/RX> is displayed, press (*) to cancel all destinations.

Sending Documents at a Preset Time

Follow this procedure to set a time for sending documents. This feature is called "Delayed Sending" or "Timer Sending." Use Delayed Sending to store a document in memory, then have it sent at a later time when the telephone rates are lower.

NOTE

You can set up to 70 documents for Delayed Sending.

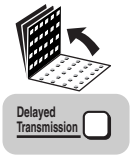
1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

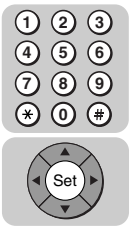
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also select a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 Open all three one-touch speed dialing panels → press [Delayed Transmission].

```
DELAYED TX
TX TIME SETTNG 11:28
```



3 Enter the time using the numeric keys → press [Set].

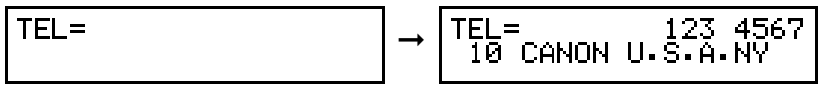
Enter the time in 24-hour notation (e.g., 1:00 p.m. as 13:00).

Enter all the numbers, including zeros.

```
DELAYED TX
TX TIME SETTNG 23:05
```
→
```
DELAYED TX
SELECT LOCATIONS
```

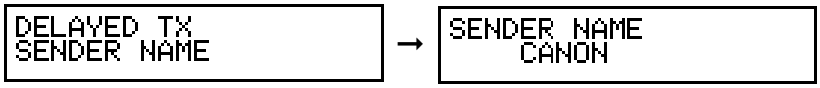
4 Specify the destinations → press [Start].

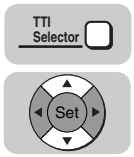
You can specify up to 210 destinations using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See "Using Regular Dialing," on p. 3-8, "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.)



NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → begin entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ◇ (Stop) to return to the Standby mode → start again.
- You can press more than one speed dialing key to send the document to more than one location after the timer goes off. If you want to enter the numbers with regular dialing for a sequential broadcast, make sure you press Ⓢet (Set) after every number.

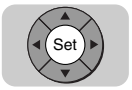




5 If you want to select a sender's name, press [TTI Selector] → [▼] or [▲] until the sender's name you want to use appears.

You can also use the numeric keys to select a sender's name.

If you do not want to select a sender's name, proceed to step 6.



6 Press [Set].

The machine scans the documents and stores them into memory.

NOTE

- The machine holds the documents in memory until the specified time arrives for the documents to be sent. Then, the machine sends the documents to the destinations you specified.
- To cancel a document set for Delayed Sending, press [Delete File]. (See “Erasing a Document from Memory,” on p. 9-22.)

Sending a Document with a Subaddress/Password

You can send documents with ITU-T standard subaddresses and passwords. In order for a transaction to succeed, the subaddresses and passwords on the sending and receiving fax machine must match. You can use two methods to send a document with an ITU-T subaddress and password:

- Press a one-touch speed dialing key or a coded speed dialing code registered for subaddress/password sending.
- Enter the subaddress and password with [Subaddress] and [Password] on the operation panel when you send the document.

Subaddress/Password Sending with Speed Dialing

If you register the subaddress and/or password for a one-touch speed dialing key or a coded speed dialing code, the subaddress and password are entered for you automatically after you press the one-touch speed dialing key or enter a code. (See "Using Speed Dialing," on p. 2-32.)

1 Register the subaddress/password for the telephone number when you register the number for one-touch or coded speed dialing.

For details on registering the subaddress/password for the one-touch speed dialing keys or a coded speed dialing code, see "Using Speed Dialing," on p. 2-32.

Registration of a subaddress/password is required before you send a document with a subaddress/password using speed dialing.

2 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)

3 Specify the destinations using the one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing telephone numbers registered for subaddress/password sending.

For detailed instructions, see "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.

4 Press [Start] to start scanning immediately.

Otherwise, the machine waits five or ten seconds before it starts to scan your documents. This timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)

Subaddress/Password Sending with the Operation Panel Keys

Note the following limitations on entering the subaddress/password when you press [Subaddress] and [Password] on the operation panel:

- If you frequently need to use a subaddress/password to send a document to more than one location, you can register the number, subaddress and password under a one-touch speed dialing key or a coded speed dialing code, and use Sequential Broadcasting. (See "Sequential Broadcasting to More Than One Location," on p. 3-26.)
- You cannot press [Subaddress] or [Password] for a one-touch or coded speed dialing number that is set for any other type of transmission but 'REGULAR TX'. (See "Using Speed Dialing," on p. 2-32.)
- Setting the password is optional, but it is necessary to set the correct password if the other party has set a password for their fax machine.

Follow this procedure to send a document with a subaddress/password entered by pressing [Subaddress] and [Password] on the operation panel.

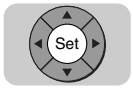
1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

NOTE

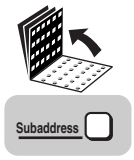
- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)



2 Specify the destination → press [Set].

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See “Using Regular Dialing,” on p. 3-8, “Using Speed Dialing,” on p. 2-32, or “Using Directory Dialing,” on p. 2-39.)

```
TEL=          111 2345
 02 JOHN BARRISTER
```

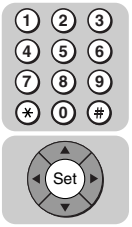


3 Immediately after pressing [Set] on step 2, open all three one-touch speed dialing panels → press [Subaddress].

```
SUBADDRESS
```

NOTE

You must press [Subaddress] within five or ten seconds (depending on the dialing method you use) of pressing (Set) (Set) in step 2. If you wait longer than the timeout interval before pressing [Subaddress], the machine starts to scan the documents. The timeout interval can be turned ‘OFF’. (See “TX (Send) Settings,” on p. 11-14.)



4 **Enter the ITU-T subaddress (up to 20 digits) using the numeric keys → press [Set].**

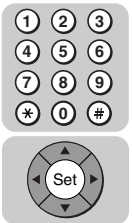
```
SUBADDRESS
                2555
```
→
```
TEL=          111 2345
 02 JOHN BARRISTER
```

5 **If you want to enter a password, press [Password].**

```
PASSWORD
```

NOTE

You must press [Password] within five or ten seconds (depending on the dialing method you use) of pressing (Set) (Set) in step 4. If you wait longer than the timeout interval before pressing [Password], the machine starts to scan the documents. The timeout interval can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)



6 **Enter the ITU-T password (up to 20 digits) using the numeric keys → press [Set].**

```
PASSWORD
                1111
```
→
```
TEL=          111 2345
 02 JOHN BARRISTER
```

7 **Press [Start].**

The machine starts to scan the document, dials the number, and sends the document with the subaddress and password you specified.

NOTE

- To cancel the transmission, press (Stop) → (*) (*) when you are prompted to confirm the cancellation.
- To cancel a transmission set for Delayed or Timer Sending, press [Delete File].

Receiving Documents

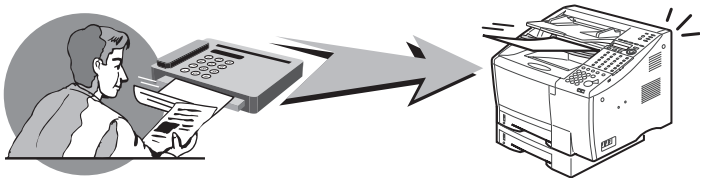
4
CHAPTER

This chapter describes the basic reception features. You can receive document transmissions automatically or manually. To use the Manual Receive mode, it is required to install the optional handset kit or connect an extension telephone to answer telephone calls.

Receiving Documents Automatically 4-2
Setting the Automatic Receive Mode 4-2
Receiving Documents Manually 4-4
Receiving a Document Manually with the Optional Handset 4-4
Receiving a Document Manually with an Extension Telephone 4-6
Changing the Remote Receive ID 4-7
Cancel Receiving a Document 4-9
Cancel Receiving on a Single Line 4-9
Cancel Receiving on a Dual Line 4-10

Receiving Documents Automatically

After you take your machine out of the box and set it up, it is set to receive documents automatically. Use the Automatic Receive mode for a machine on a dedicated telephone line that you do not need for telephone voice communication.



Setting the Automatic Receive Mode

Check the LCD display. If <AUTO> is displayed, the machine is in the Automatic Receive mode.

When a fax document is sent to you, your machine receives the document automatically.

NOTE

- The memory lock mode is deactivated.
- If you have installed the optional Dual-Line Upgrade Kit, and the machine receives a document on Line 2, it switches to the Automatic Receive mode regardless of whether <MAN> for the Manual Receive mode is displayed. (See “Using the Optional Dual Line,” on p. 1-29.)

■ Optional Dual Line Transactions

If you have installed the optional Dual-Line Upgrade Kit and both lines are in use at the same time, press [▼] or [▲] to switch the display so you can view either transaction in progress. (See “Using the Optional Dual Line,” on p. 1-29.)

■ Reception Error Messages

Here are few of the most common error messages.

• The machine has run out of paper while printing a document:

```
RECEIVED IN MEMORY
```

```
SUPPLY REC. PAPER
CASSETTE 1:A4
```

Open the paper cassette and load paper into the paper cassette. As soon as you refill the paper cassette and close it, the remainder of the document in memory is printed. (See “Printing a Memory List,” on p. 9-17.)

• The toner cartridge has run out of toner while printing a document:

```
REPLACE CARTRIDGE
```

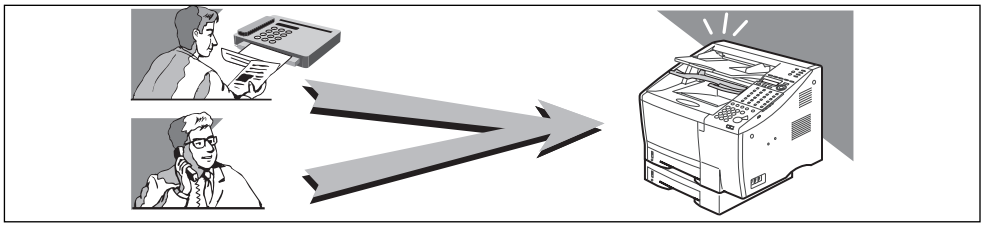
Open the printer cover and replace the toner cartridge. As soon as you close the cover, the machine returns to the Standby mode and the remainder of the document in memory starts printing automatically. (See Chapter 6, “Maintenance,” in the *Reference Guide*.)

NOTE

If you see any other error messages, take note of the message, then look it up on the “List of LCD Display Messages (Alphabetical List),” on p. 13-8.

Receiving Documents Manually

When you receive documents manually, you can monitor all incoming calls yourself by picking up the handset every time the machine rings. If you pick up the handset and determine the call is from another person, start your conversation. If you hear a slow beep tone, this means the call is a fax transmission. To receive the document, press [Start], then hang up the handset.

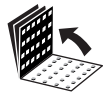


Receiving a Document Manually with the Optional Handset

Follow this procedure to receive a document manually at the machine.

NOTE

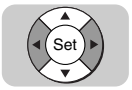
- Before you can use this feature, you must install the optional handset kit or a regular telephone. (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.) Make sure the document is not set in the automatic document feeder.
- If you have installed the optional Dual-Line Upgrade Kit, if the machine receives a document on Line 2, it switches to the Automatic Receive mode regardless of whether <MAN.> for the Manual Receive mode is displayed. (See "How the Two Telephone Lines Operate," on p. 1-29.)



1 **Open all three one-touch speed dialing panels.**

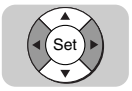
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



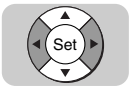
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



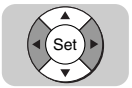
4 **Press [▼] or [▲] until <4.RX SETTINGS> appears → press [Set].**

FAX SETTINGS 4.RX SETTINGS	→	RX SETTINGS 1.ECM RX



5 **Press [▼] or [▲] until <2.RECEIVE MODE> appears → press [Set].**

RX SETTINGS 2.RECEIVE MODE	→	RECEIVE MODE AUTO RX



6 **Press [▼] or [▲] to select <MANUAL RX> → press [Set].**

RECEIVE MODE MANUAL RX	→	RX SETTINGS 3.REMOTE RX

7 **Press [Stop] to return to the Standby mode.**

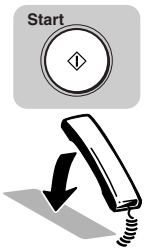
```
FAX 12/31/2002 11:46
MAN.
```

The machine enters the Manual Receive mode and <MAN.> appears on the LCD display.

8 **Every time you hear the telephone ring, pick up the handset.**

If you hear someone on the line, you can speak to them.

If you hear a slow beep tone, this means another fax machine is trying to send you a document.



9 Press [Start] to start receiving the document → hang up the handset by placing it back on the handset cradle.

The machine starts to receive the document.

NOTE

The machine makes a beeping sound if the handset is not completely on its handset cradle. This is called the "Off Hook Alarm." The off hook alarm can be turned 'OFF'. (See "User Settings," on p. 11-5.)

Receiving a Document Manually with an Extension Telephone

You can connect one extension telephone to the machine. (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)

When the telephone rings with the machine in the Manual Receive mode, you can use the extension telephone to start receiving the document without walking over to the machine. This is called "Remote Receiving."

NOTE

Remote Reception feature can be used only on a touch tone line.

1 Make sure the extension telephone is connected properly.

For details on connecting an extension telephone, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

2 Check the LCD display, and make sure the machine is in the Manual Receive mode.

```
FAX 12/31/2002 11:46
MAN.
```

3 When the connected extension telephone rings, pick up the handset.

If you hear someone on the line, you can speak to them.

4 **If you hear a slow beep tone, dial 25 (the Remote Receive ID) on the extension telephone → hang up.**

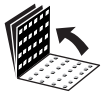
The machine starts receiving the document.

NOTE

You can change the number for the Remote Receiving ID (from 00 to 99), or turn the feature 'OFF'. (See "Changing the Remote Receive ID," on p. 4-7.)

Changing the Remote Receive ID

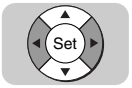
Follow this procedure to change the Remote Receive ID.



1 **Open all three one-touch speed dialing panels.**

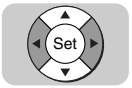
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



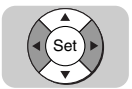
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



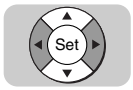
4 **Press [▼] or [▲] until <4.RX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 4.RX SETTINGS
```
→
```
RX SETTINGS
 1.ECM RX
```



5 **Press [▼] or [▲] until <3.REMOTE RX> appears → press [Set].**

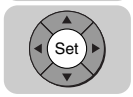
```
RX SETTINGS
 3.REMOTE RX
```
→
```
REMOTE RX
                  ON
```



6 **Press [▼] or [▲] to display <ON> → press [Set].**

If you want to turn OFF the remote receiving feature, select 'OFF' → proceed to step 8.

REMOTE RX ON	→	REMOTE RX ID 25



7 **Enter a new number for the ID (00 to 99) using the numeric keys → press [Set].**

REMOTE RX ID 35	→	RX SETTINGS 4.RX PAGE FOOTER

8 **Press [Stop] to return to the Standby mode.**

Cancel Receiving a Document

Follow this procedure to cancel receiving a document.

Cancel Receiving on a Single Line

1 Visually check the In Use/Memory lamp to confirm that a document is being received.

When the machine is receiving a document, the In Use/Memory lamp flashes green.

2 Press [Stop] to cancel the reception.

The following message is displayed:

```
CANCEL DURING TX/RX?
YES=(*)   NO=(#)
```

3 Press [*] to cancel receiving the document.

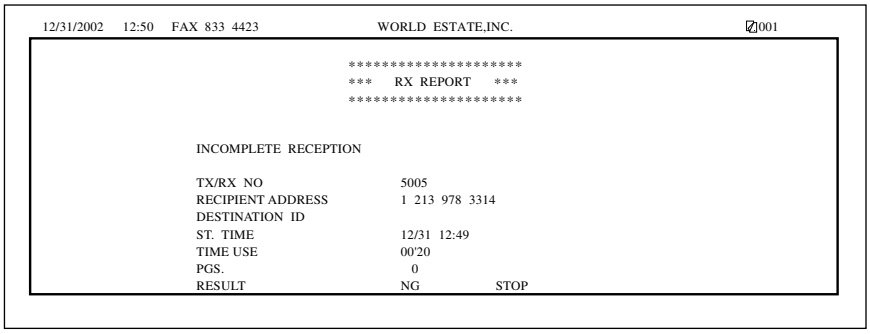
To continue receiving the document, press (#) (#).

After you press [*] to cancel the reception, an alarm sounds and document reception is canceled.

The machine returns to the Standby mode.

NOTE

If the Receive (RX) Report feature is 'ON', or set to 'PRINT ERROR ONLY', an RX Report also prints. (See "Report Settings," on p. 11-11.)



12/31/2002 12:50 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** RX REPORT ***
****

INCOMPLETE RECEPTION

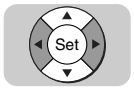
TX/RX NO	5005
RECIPIENT ADDRESS	1 213 978 3314
DESTINATION ID	
ST. TIME	12/31 12:49
TIME USE	00'20
PGS.	0
RESULT	NG STOP

Cancel Receiving on a Dual Line

If you have installed the optional Dual-Line Upgrade Kit and both lines are in use at the same time, and you want to cancel receiving a document, follow this procedure.

1 Press [Stop].

If the machine is using both lines when you press [Stop], you will be prompted on the LCD display to select which transaction you want to cancel.



2 Press [▼] or [▲] to select the transaction you want to cancel → press [Set].

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

3 Press [*] to cancel receiving the document.

To continue receiving the document, press (#) (#).

After you press (*) (*) to cancel the reception, an alarm sounds and document reception is canceled.

The machine returns to the Standby mode.

NOTE

If the Receive (RX) Report feature is 'ON', or set to 'PRINT ERROR ONLY', an RX Report also prints. (See "Report Settings," on p. 11-11.)

Using the Machine as a Copier

5
CHAPTER

This chapter describes all the settings and procedures for using the machine as a copier.

Preparing the Document 5-2
Setting a Document on the Machine 5-3
Adjusting the Scan Settings 5-5
Making Copies 5-6
Checking/Canceling Copy Jobs 5-8
- Flow of Checking Operations 5-8
- Canceling with the Stop Key 5-9
- Canceling from the Monitor Screen 5-10

Preparing the Document

Follow these simple guidelines to check your document before you set the document on the machine for copying.

IMPORTANT

- For best results, load only documents of recommended standard size and weight. (See “Documents You Can Scan,” on p. 14-4.)
- To avoid document jams, never feed thick documents or documents backed with carbon paper.
- To avoid document jams and possible damage to the machine, avoid wrinkled or creased paper, carbon paper, curled paper, coated paper, and onion skin or other very thin papers.
- To avoid paper jams or damaging the machine, inspect the documents carefully and make sure they are free of pins, staples, paper clips, and other metal fasteners.
- Make sure all of the documents are dry. They should not have wet ink, glue, or paste on their surfaces.
- Before you feed a stack of documents into the machine, make sure all the pages are of the same size and thickness. Do not attempt to feed documents of mixed sizes and thicknesses in the same stack.

NOTE

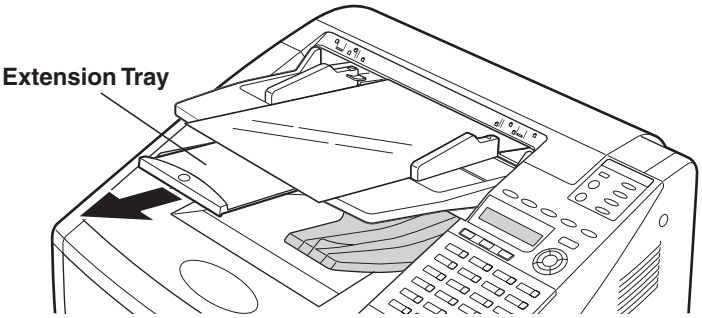
- The document guides on the document feeder tray can be adjusted to the width of nonstandard size paper. For best results, however, all sheets in the stack should be of the same width.
- Although the document guides on the document feeder tray indicate that 11" x 17" paper can be placed in the document feeder tray, the effective scanning width is up to 10" (B4) paper.
- The machine does not scan completely to the edges of the paper, and anything beyond this recommended margin is not scanned for copying. (See “Documents You Can Scan,” on p. 14-4.)

Setting a Document on the Machine

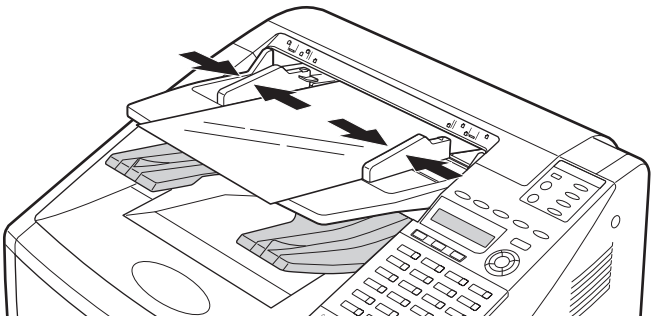
You can set a stack of up to 50 letter or A4 size pages, or 20 legal, or 11" x 17", or B4 size pages into the machine for copying. However, the effective scanning width is up to 10" or B4 size paper.

1 Place your documents face up in the document feeder tray.

If the documents are too long for the document feeder tray (e.g., legal size or 11" x 17"), pull out the document extension tray.

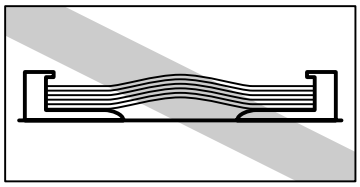


2 Adjust the document guides to fit the width of your documents.

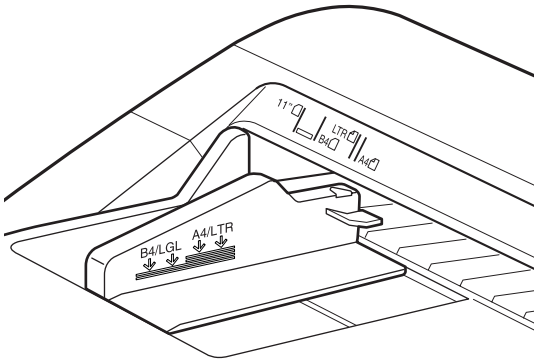


IMPORTANT

Do not set the document guides so tight against the sides of the document, that the document bends.



3 Make sure the documents are below the load limit marks for A4/LTR or B4/LGL sizes.



4 Insert the documents fully into the feeder until the leading edges of the documents stop.

The following messages appear on the LCD display:

```
MEM IN USE
                  10%
```

```
DOCUMENT READY
```

NOTE

If the machine already displays <DOCUMENT READY> before you set your document, a small-sized document, such as a STMT document, may have remained in the automatic document feeder from a previous fax or copy job. In such a case, remove the small-sized document from the automatic document feeder, and set your document. (See Chapter 7, “Troubleshooting,” in the *Reference Guide*.)

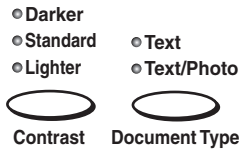
Adjusting the Scan Settings

Canon's original UHQ (Ultra High Quality) imaging technology enables you to make copies that are very close to the quality of the original document. For best results, adjust the scan settings for special documents before copying.

NOTE

- The light indicators on the operation panel tell you the current settings.
- After the document is copied, the settings return to the previously set settings before copying.

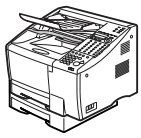
1 Press the appropriate key underneath the indicators repeatedly to illuminate the desired copy setting.



[Resolution]:	When copying, the resolution is fixed to [Ultra Fine].	
[Contrast]:	Adjusts the lightness/darkness of the document pages scanned for copying.	
	Darker:	For documents with light text or colors.
	Standard:	For normal printed or typewritten text.
	Lighter:	For documents with dark text or colors.
[Document Type]:	Select for documents containing text only or both text and photographs on the same page.	
	Text:	For documents that contain text without photographs.
	Text/Photo:	For documents that contain text and photographs on the same page. Automatically, the machine adjusts the quality of the image and text on the same page.

Making Copies

Follow this procedure to use the machine as a copier.



1 Place your documents on the machine.

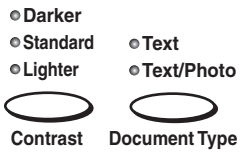
For details on how to place your documents, see “Setting a Document on the Machine,” on p. 5-3.

2 Press [Copy].

```
COPY                    01
CASSETTE 1             LTR
```

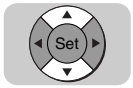
3 Specify the document settings.

For details, see “Adjusting the Scan Settings,” on p. 5-5.



NOTE

When copying, the Resolution is fixed to [Ultra Fine].



4 If you want to select another paper cassette or the MP tray press [▼] or [▲].

```
COPY                    01
CASSETTE 1             LTR
```

NOTE

In order to select ‘MP TRAY’, MP TRAY must be set to ‘USE’ from the PRINTER SETTINGS menu. (See Chapter 5, “Summary of Important Settings,” in the *Reference Guide*.)

5 Enter the number of copies (01 to 99) using the numeric keys.

```
COPY                    03
CASSETTE 1             LTR
```

NOTE

If you make a mistake and want to enter a different copy quantity, press Ⓒ (Clear).

6 Press [Start].

Copying starts.

```
SCANNING
COPY NO.              0011
```

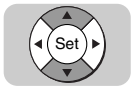
Checking/Canceling Copy Jobs

Flow of Checking Operations

If you press [Monitor], the job status display appears. You can check the status of copy jobs on the display.

1 Press [Monitor].

```
FAX MONITOR
1. FAX
```



2 Press [◀] or [▶] to display <2. COPY> → press [Set].

```
FAX MONITOR
2. COPY
```
→
```
COPY STATUS
*0001  12:15  01×05
```

The recent job appears on the display.

To scroll through the list of the jobs, press [▼] or [▲].

NOTE
The Monitor screen does not appear during scanning.

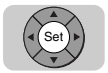
3 Press [Stop] to return to the Standby mode.

Canceling with the Stop Key

1 Press [Stop].

● **If you press [Stop] during scanning:**

```
STOP KEY PRESSED
PRESS SET KEY
```



❑ Press [Set].
The scanning stops and the job will be canceled.

● **If there is only one job being processed:**

❑ Press [∗].
If you do not want to cancel the job, press ⓗ (#).

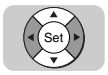
```
CANCEL COPYING?
YES=(*)   NO=(#)
```

The job will be canceled.

● **If there are multiple jobs:**

```
STOP KEY PRESSED
FAX=(*)  COPY=(#)
```

❑ Press [∗] to select the copy job → press [∗].



❑ If the prompt <SELECT JOB TO CANCEL> appears, press [▼] or [▲] to select a job → press [Set].

```
CANCEL COPYING?
 0005  02:05  01x99
```
→
```
CANCEL COPYING?
YES=(*)   NO=(#)
```

❑ Press [∗].
If you do not want to cancel the job, press ⓗ (#).

```
CANCEL COPYING?
YES=(*)   NO=(#)
```

The selected job will be canceled.

NOTE

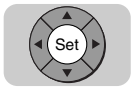
- You cannot select multiple jobs and cancel them all at once.
- When canceling multiple jobs, select and cancel one by one.

Canceling from the Monitor Screen

You can cancel a job during printing or while it is waiting to be processed.

1 Display the job you want to cancel.

If necessary, see step1 of "Flow of Checking Operations," on p. 5-8.



2 Press [Set].

```
CANCEL COPYING?
YES=(*)    NO=(#)
```

3 Press [∗].

If you do not cancel the job, press (#) (#).

The selected job will be canceled.

Using a Relay Network

6
CHAPTER

This chapter shows you how to relay documents and how to have documents relayed for you.

You can set up your machine as a relay station to relay documents that you receive, or you can send documents to another fax machine and have the documents relayed for you.

What Is Relay Broadcasting? 6-2

Setting Up and Using a Standard Relay Unit 6-3

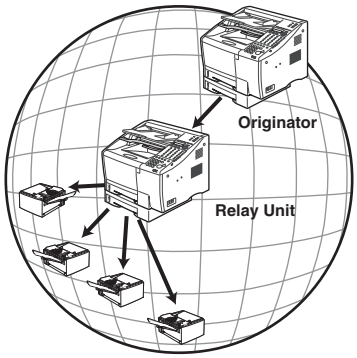
- Setting Your Machine as a Relay Unit 6-3
- Changing the Relay Broadcast Settings 6-7
- Deleting the Relay Group 6-9

Sending a Document to a Relay Unit for Relay Broadcasting 6-11

- Sending a Document to a Relay Unit with Speed Dialing 6-12
- Sending with the Advanced Communication Key 6-12

What Is Relay Broadcasting?

In a relay broadcast, the originator fax machine sends a document over a long distance to another fax machine called the “relay unit.” After the relay unit receives your document, it automatically sends the document to several other fax machines in the local area. In this way, you can send a document to several fax machines in the same locality with only one long distance transmission.



In a relay network, your machine can function as both an originator and a relay unit. If your machine is the “originator,” it sends a document to a relay unit from which the document is relayed to several destinations in the same locality. If your machine is the “relay unit,” it receives a document from another party, and your machine relays it to one or several other facsimile machines in your own locality.

Setting Up and Using a Standard Relay Unit

This section shows you how to set up and manage a relay network with the standard relay features provided in the machine.

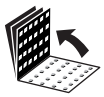
Before you set up your machine to relay documents from the originator fax machine, confirm the following points:

- Make sure your machine's telephone number is correctly registered. (See "Registering the Machine's Telephone Number and Unit Name," on p. 1-19.)
- Make sure the telephone number of the originator fax machine is registered on your machine under a speed dialing key. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- After your machine receives the document from the originator machine, it relays the document to one or several destination units. Make sure the telephone numbers of all the destination units are registered on your machine under speed dialing keys. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- Ask the originator if they would like to receive a report of successful transmissions after your machine relays the document.
- Make sure the relay feature on your machine is turned 'ON'.

Follow the procedure in this section to set up your machine as a relay unit. When your machine is the relay unit, it receives the document from the originator, and relays it to several other destinations.

Setting Your Machine as a Relay Unit

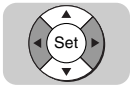
Follow this procedure to set your machine to participate in a relay network as a relay unit.



1 **Open all three one-touch speed dialing panels.**

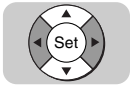
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



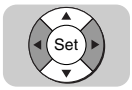
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



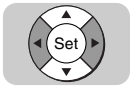
4 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set].**

FAX SETTINGS 6.FILE SETTINGS	→	FILE SETTINGS 1.CONFIDNTL MAILBOX



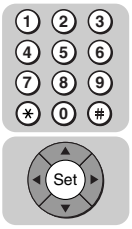
5 **Press [▼] or [▲] until <2.RELAY TX GROUP> appears → press [Set].**

FILE SETTINGS 2.RELAY TX GROUP	→	RELAY TX GROUP 1.SETUP FILE



6 **Press [▼] or [▲] until <1.SETUP FILE> appears → press [Set].**

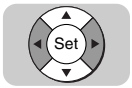
RELAY TX GROUP 1.SETUP FILE	→	SETUP FILE SET RLY TX GROUP# 00



7 **Enter a two digit relay group number (00 to 99) using the numeric keys → press [Set].**

You can also press [▼] or [▲] to select a relay group number.

SETUP FILE SET RLY TX GROUP# 01	→	SETUP FILE 1.GROUP DIAL NAME



8 **Press [▼] or [▲] to display the setting you want → press [Set].**

The SETUP FILE menu includes the following items:

Setting	Description
1.GROUP DIAL NAME	Name (24 characters) Enter a name for the relay group. The name can be up to 24 characters long. Then, press [Set].
2.PASSWORD	0-9999999 Enter a password (up to seven digits) to protect the relay box settings you are about to set up. After you set a password, you will have to enter it every time you want to view or change these settings. Enter a password, and press [Set].
3.TRIGGER	
1.SUBADDRESS	This is the ITU-T subaddress. Enter a number up to 20 digits long (it can include spaces and the symbols ∗ and #). The OPTIONAL SETTINGS for the speed dialing key or code under which the originator fax machine's telephone number is registered must be set to 'OFF'.
2.SENDER'S FAX NO.	Enter the sender's telephone number using one-touch or coded speed dialing.
3.MAIL ADDRESS(To)	See the *Sending Guide* . For the LASER CLASS 710, the installation of the optional Network Kit III is necessary to access these items.
4.RX PASSWORD	20 digits (∗, #, spaces) If your machine is the relay unit, this ITU-T password must match the ITU-T password of the document sent from the originator in order for your machine to receive the document. Otherwise, your machine will not receive the document. Enter a number up to 20 digits long (it can include spaces and the symbols ∗ and #).
5.SELECT ORIG UNIT	If your machine is the relay unit, this feature forces your machine to check the identity of the originator before it receives the document, and relays it to other fax machines.
ON	If your machine receives a document for relay, it will check the identity of the originator before it receives the document. In order for this feature to perform correctly, the telephone number of the originator unit must be registered for speed dialing on your machine.
TEL =	Press the one-touch speed dialing key, or press [Coded Dial] followed by the three digit code where the number for the originator machine is registered → press [Set].
OFF*	Your machine will receive a document for relay without checking the identity of the originator.
6.PRINT RX DOC.	If your machine is the relay unit, this setting determines if your machine prints a copy of every document that it relays.

Setting	Description
OFF*	Your machine will not print a copy of every document it relays to other fax machines.
ON	Your machine prints a copy of every document it relays to other fax machines.
# OF RX COPIES	If you turn PRINT RX DOC. 'ON', use this setting to specify the number of copies you want to print (01 to 99). Default setting: '01COPIES'*
7.SELECT LOCATIONS	This item enables you to select the machines to receive the document your machine relays. The number of machines to receive the document must be registered for one-touch or coded speed dialing. You cannot enter a number with regular dialing.
TEL =	Close the one-touch speed dialing panels, and press the speed dialing keys where the numbers of the machines to receive the relay broadcast are registered, then press [Set]. You can select up to 200 destinations.
8.TX REPORT	This feature determines if your machine returns a relay transmission report to the originator after your machine receives and relays a document.
TRANSMIT*	After your machine relays a document, it sends a transmission report back to the originator. In order for this feature to perform correctly, the originator's telephone number must be registered on your machine for one-touch or coded speed dialing, which must be set in <5.SELECT ORIG UNIT>.
NOT TRANSMIT	No relay transmission report is sent to the originator after a document has been relayed.
9.TX START TIME	You can set your machine to hold documents, and then relay them at a preset time. If you do not set this item, all documents received for relay are relayed immediately. If you want to use this feature, press [Set]. Use the numeric keys to enter the time in 24-hour notation. You can set up to five times to relay documents within a 24-hour period everyday.
10.RELAY B'CAST	This feature switches relay broadcasting for this group 'ON' and 'OFF' without altering any of the other settings.
ON*	Your machine receives and relays a document set for relay broadcasting.
OFF	Your machine will not receive or relay a document set for relay broadcasting.

An asterisk (*) indicates the default setting.

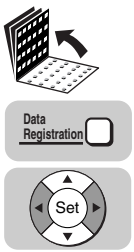
9 Press [Stop] to return to the Standby mode.

Changing the Relay Broadcast Settings

Follow this procedure to change the relay broadcast settings.

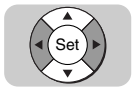
NOTE

- If you want to add to the list of fax machines that receive relay broadcasts from your machine, make sure that the numbers you want to add are registered for one-touch or coded speed dialing.
- If you want to set your machine to confirm the identity of the originator before it receives a document for relay broadcasting, make sure the telephone number of the originator's fax machine is registered for one-touch or coded speed dialing on your machine.



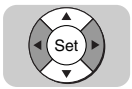
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Setting Your Machine as a Relay Unit," on p. 6-3.

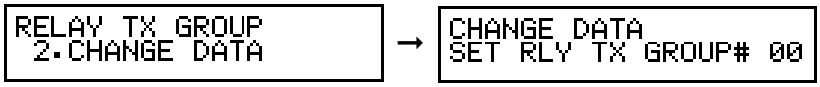


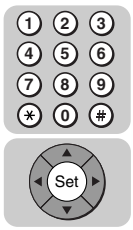
2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <2.RELAY TX GROUP> appears → press [Set].

If necessary, see steps 4 and 5 of "Setting Your Machine as a Relay Unit," on p. 6-3.



3 Press [▼] or [▲] until <2.CHANGE DATA> appears → press [Set].



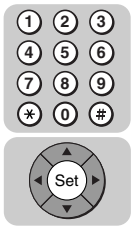


4 Enter the two digit relay group number that you want to change using the numeric keys → press [Set].

You can also press [▼] or [▲] to select a relay group number.

```
CHANGE DATA
SET RLY TX GROUP# 01
```
→
```
CHANGE DATA
PASSWORD      _
```

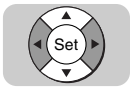
The prompt <PASSWORD> will be displayed if you have previously set a password. Proceed to step 5. Otherwise, proceed to step 6.



5 Enter the password (up to seven digits) using the numeric keys → press [Set].

If you have not previously set a password, proceed to step 6.

```
CHANGE DATA
PASSWORD      *******
```
→
```
CHANGE DATA
 1.GROUP DIAL NAME
```

6 Press [▼] or [▲] to display the setting you want to change → press [Set].

To change the settings for an item, follow the same procedure you used for the initial setup of the relay group. (See “Setting Your Machine as a Relay Unit,” on p. 6-3.)

```
CHANGE DATA
 1.GROUP DIAL NAME
```

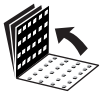
NOTE

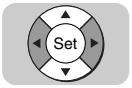
- To delete an item, press Ⓒ (Clear) → Ⓢet (Set).
- To turn ‘OFF’ the relay feature for the group and retain the group setup, press [▼] or [▲] to display <10.RELAY B’CAST> → press Ⓢet (Set), and turn this feature ‘OFF’. You do not have to delete the relay group to disable it temporarily.
- To change the password for your relay group, you have to first enter the old password (it is not displayed as you enter it) → press Ⓢet (Set) → enter a new password (it is displayed as you enter it) → press Ⓢet (Set).

7 When you are finished making changes, press [Stop] to return to the Standby mode.

Deleting the Relay Group

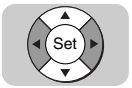
Follow this procedure to delete the relay group and all of its settings.





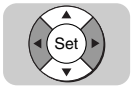
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of “Setting Your Machine as a Relay Unit,” on p. 6-3.



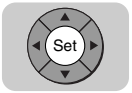
2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <2.RELAY TX GROUP> appears → press [Set].

If necessary, see steps 4 and 5 of “Setting Your Machine as a Relay Unit,” on p. 6-3.



3 Press [▼] or [▲] until <3.DELETE FILE> appears → press [Set].

RELAY TX GROUP 3.DELETE FILE	→	DELETE FILE SET RLY TX GROUP# 00

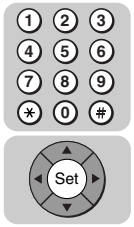


4 Enter the two digit relay group number that you want to delete using the numeric keys → press [Set].

You can also press [▼] or [▲] to select a relay group number.

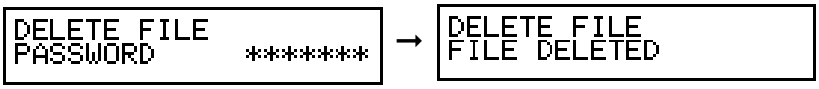
DELETE FILE SET RLY TX GROUP# 01	→	DELETE FILE PASSWORD _

The prompt <PASSWORD> will be displayed if you have previously set a password. Proceed to step 5. Otherwise, proceed to step 6.



5 Enter the password (up to seven digits) using the numeric keys → press [Set].

If you have not previously set a password, proceed to step 6.



The relay group is deleted.

6 Press [Stop] to return to the Standby mode.

NOTE

If the relay has been set for Timer Sending and the document is still in the memory, you cannot delete the relay group until the document has been sent. In this case, the following message is displayed. Wait until the document is sent before you attempt to delete the relay group.

Sending a Document to a Relay Unit for Relay Broadcasting

Follow this procedure to send a document to a relay unit.

NOTE

In this procedure, your machine is the originator.

■ **Before Sending a Document to Another Machine for Relay Broadcasting**

Confirm the following points on your machine:

- Make sure your own machine's telephone number is correctly registered. (See "Registering the Machine's Telephone Number and Unit Name," on p. 1-19.)
- Enter a subaddress.

Contact the other party, and confirm the following points about their machine:

- The relay unit must support ITU-T subaddress/password transactions.
- If you want a relay transmission report sent back to your machine from the relay unit, instruct the other party to turn this feature 'ON' when they set up the relay function on their machine.
- Make sure the relay unit has registered the telephone numbers of all destinations under speed dialing keys.
- Make sure you have the correct subaddress for the relay unit's machine.
- Confirm that the subaddress you have been given has been used to set up the other party's machine as a relay station. Your machine cannot confirm whether the other party's fax machine has been set up properly as a relay unit.
- If an ITU-T password is set on the other party's machine, you must send the document with the same ITU-T password. Otherwise, the other fax machine cannot receive your document.

After the relay machine is set up to participate in a relay network, it should receive and relay documents automatically. By following the initial setup procedures in the previous section, the relay machine can be set to confirm the identity of the originator before sending, and send a relay transmission report to the originator after the relay machine relays the document.

NOTE

If your machine is the originator of a relay transmission, it does not check to make sure that the machine that receives and relays the transmission is set up properly for a relay broadcast. Even if the relay machine is not set up to relay your documents, your machine reports such a transmission as a successful relay transmission. Personally, make sure that the relay unit is set up correctly to relay documents that it receives from your machine.

Sending a Document to a Relay Unit with Speed Dialing

You can register a telephone number for relay sending under a one-touch speed dialing key or a coded speed dialing code.

Check these points before you send a document to another party for relay broadcasting:

- Contact the other party and ask for the ITU-T subaddress and password they are using for receiving documents they are to relay.
- The other party's fax machine does not have to be a Canon fax machine, but make sure the other party's fax machine supports the use of ITU-T subaddresses and passwords.
- Perform the procedure to register a telephone number for one-touch or coded speed dialing. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- If the speed dialing keys are already set up, perform the procedure to change the one-touch or coded speed dialing settings. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- When you setup the speed dialing settings, turn 'ON' the OPTIONAL SETTING feature, and select 'TX TYPE'. Select 'ORIG RELAY TX', and set the ITU-T subaddress and password. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- Confirm that the other party is set up properly to relay documents received from your machine. Your machine cannot automatically confirm whether the other party's machine has been set up properly for relaying a document sent from your machine.

Sending with the Advanced Communication Key

Follow the procedure below to send a document for a relay broadcast with the Advanced Communication key.

NOTE

You can set only specify one destination for the relay unit.

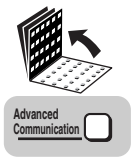
1 Place your documents on the machine.

For instructions explaining how to place your documents, See "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

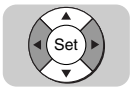
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



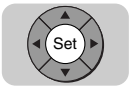
2 Open all three one-touch speed dialing panels → press [Advanced Communication].

```
EX. TRANSMIT
POLLING
```



3 Press [▼] or [▲] to display <RELAY> → press [Set].

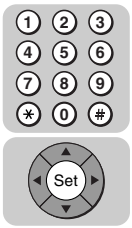
```
EX. TRANSMIT
RELAY
```
→
```
ORIG RELAY TX
SELECT LOCATIONS
```



4 Dial the telephone number of the relay unit → press [Set].

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See "Using Regular Dialing," on p. 3-8, "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.)

```
TEL=              123456
```
→
```
SUBADDRESS
```



5 Enter the ITU-T subaddress required to start the relay broadcast on the other party's fax machine using the numeric keys → press [Set].

```
TEL=       0311111111
 01 CANON
```

NOTE

You must enter the correct subaddress, including ✳, #, and spaces, set on the other party's machine. Otherwise, your machine cannot start a relay broadcast.

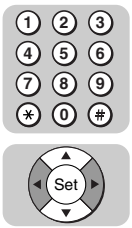
6 If an ITU-T password is required to start the relay broadcast, press [Password].

Otherwise, proceed to step 8.

```
PASSWORD
```

NOTE

You must press [Password] within five seconds of pressing (Set) (Set) in step 5. If you wait longer than the timeout interval before pressing [Password], the machine starts scanning the document. The timeout interval can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)



7 Enter the ITU-T password (up to 20 digits, including ∗, #, and spaces) set on the other party's machine using the numeric keys → press [Set].

```
PASSWORD
                    5151
```

NOTE

You must enter the correct password, including ∗, #, and spaces, set on the other party's machine. Otherwise, the other party's machine cannot receive the document.

8 Press [Start].

The machine starts the transmission.

NOTE

The machine begins scanning the documents automatically if the Timeout feature is set to 'ON'. (See "TX (Send) Settings," on p. 11-14.)

Using Confidential Mailboxes

7
CHAPTER

This chapter shows you how to send and receive confidential documents.

A confidential document is a document that does not print as soon as it is received. The receiving party must use a password to unlock their mailbox in order to print the document.

Confidential sending and receiving is used for documents that you want only the person with the correct password to read.

Setting Up and Using the Confidential Mailbox Feature 7-2
- Creating a Confidential Mailbox 7-2
- Changing Confidential Mailbox Settings 7-6
- Deleting a Confidential Mailbox 7-8
- Receiving a Confidential Document 7-10

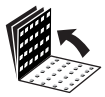
Sending a Confidential Document 7-12
- Sending a Confidential Document with Speed Dialing 7-12
- Sending a Confidential Document with the Advanced Communication Key 7-13

Setting Up and Using the Confidential Mailbox Feature

This section shows you how to create your own mailbox, change the mailbox settings when necessary, and delete the mailbox when it is no longer needed.

Creating a Confidential Mailbox

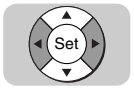
Follow this procedure to create a private mailbox in order to hold confidential documents protected with a password.



1 **Open all three one-touch speed dialing panels.**

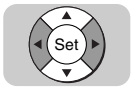
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



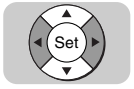
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



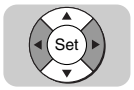
4 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 6.FILE SETTINGS
```
→
```
FILE SETTINGS
 1.CONFIDNTL MAILBOX
```



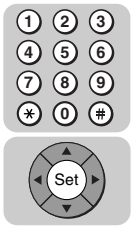
5 **Press [▼] or [▲] until <1.CONFIDNTL MAILBOX> appears → press [Set].**

```
FILE SETTINGS
 1.CONFIDNTL MAILBOX
```
→
```
CONFIDNTL MAILBOX
 1.SETUP FILE
```



6 **Press [▼] or [▲] until <1.SETUP FILE> appears → press [Set].**

```
CONFIDNTL MAILBOX          SETUP FILE
 1.SETUP FILE        →     SET BOX #          00
```



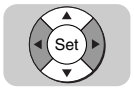
7 **Enter a two digit confidential mailbox number (from 00 to 99) using the numeric keys → press [Set].**

You can also press [▼] or [▲] to select a confidential mailbox number.

```
SETUP FILE                 SETUP FILE
SET BOX #          11  →    1.FILE NAME
```

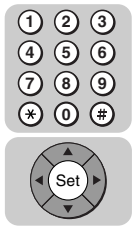
NOTE

If you enter a two digit code that has been previously set, the message <# ALREADY IN USE> appears on the LCD display.



8 **Press [▼] or [▲] until <1.FILE NAME> appears → press [Set].**

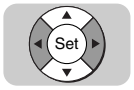
```
SETUP FILE                          :A
 1.FILE NAME         →  _
```



9 **Enter a personal name for the confidential mailbox to identify it in printed reports (up to 24 characters including numbers, symbols, and spaces) using the numeric keys → press [Set].**

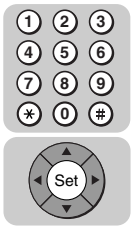
```
                    :1     SETUP FILE
MAILBOX 11          →       2.PASSWORD
```

The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



10 **Press [▼] or [▲] until <2.PASSWORD> appears → press [Set].**

```
SETUP FILE                 PASSWORD
 2.PASSWORD          →               _
```

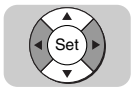


11 Enter a password (up to seven digits) using the numeric keys → press [Set].

PASSWORD 1234567	→	SETUP FILE 3.SUBADDRESS

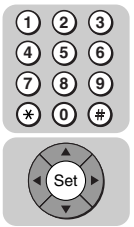
NOTE

- This password protects the confidential mailbox settings from unauthorized access. The next time you want to open your confidential mailbox or the CHANGE DATA menu to view the settings or make any changes, you have to enter this password.
- You also have to enter this password to print documents you receive in your mailbox. Do not forget your password.
- If you make a mistake while entering the password, press Ⓒ (Clear) → enter the correct password.



12 Press [▼] or [▲] until <3.SUBADDRESS> appears → press [Set].

SETUP FILE 3.SUBADDRESS	→	SUBADDRESS

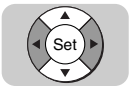


13 Enter an ITU-T subaddress (up to 20 digits, including ∗, #, and spaces) using the numeric keys → press [Set].

SUBADDRESS 1234567890	→	SETUP FILE 4.RX PASSWORD

NOTE

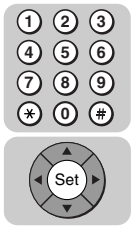
- This is the ITU-T standard subaddress. This setting is required. All confidential documents must be sent to your machine with this subaddress in order to be stored in your mailbox. If the subaddresses do not match, the document is not received.
- If you make a mistake while entering the subaddress, press Ⓒ (Clear) → enter the correct password.
- You cannot enter a subaddress that is already in use.



14 If an ITU-T password is also required, press [▼] or [▲] until <4.RX PASSWORD> appears → press [Set].

Otherwise, proceed to step 16.

SETUP FILE 4.RX PASSWORD	→	RX PASSWORD

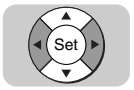


15 **Enter an ITU-T password (up to 20 digits, including ∗, #, and spaces) using the numeric keys → press [Set].**

```
RX PASSWORD
          1234567890
```
→
```
SETUP FILE
 5.# OF RX COPIES
```

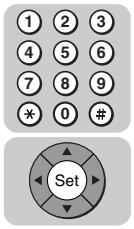
NOTE

This setting is optional. If you set a password, confidential documents sent to you must include this password.



16 **Press [▼] or [▲] until <5.# OF RX COPIES> appears → press [Set].**

```
SETUP FILE
 5.# OF RX COPIES
```
→
```
# OF RX COPIES
          01COPIES
```



17 **Enter a two digit number to specify the number of document copies to print using the numeric keys → press [Set].**

For numbers 00 to 09, you must enter two digits including the zero.

You can also press [▼] or [▲] to decrease or increase the number.

```
# OF RX COPIES
          02COPIES
```
→
```
SETUP FILE
SET BOX #          00
```

NOTE

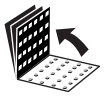
Normally, only one copy of the document received in a confidential mailbox is printed. If you want to print more copies, change the number of RX copies that can be made. You can specify up to 99 copies. Otherwise, proceed to the next step.

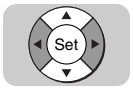
18 **To set up another confidential mailbox, repeat this procedure from step 7.**

19 **Press [Stop] to return to the Standby mode.**

Changing Confidential Mailbox Settings

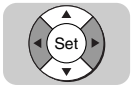
Follow this procedure to change the settings for a confidential mailbox. To open a confidential mailbox, and to view and change the settings, you must know the confidential mailbox number and password.





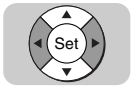
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of “Creating a Confidential Mailbox,” on p. 7-2.



2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <1.CONFIDNTL MAILBOX> appears → press [Set].

If necessary, see steps 4 and 5 of “Creating a Confidential Mailbox,” on p. 7-2.



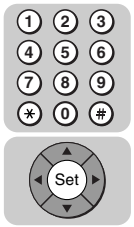
3 Press [▼] or [▲] until <2.CHANGE DATA> appears → press [Set].

```
CONFIDNTL MAILBOX
 2.CHANGE DATA
```
→
```
CHANGE DATA
SET BOX #          00
```

4 Enter the two digit confidential mailbox number that you want to change using the numeric keys → press [Set].

You can also press [▼] or [▲] to select a confidential mailbox number.

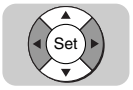
```
CHANGE DATA
SET BOX #          11
```
→
```
CHANGE DATA
PASSWORD           _
```



5 Enter the password (up to seven digits) protecting access to the confidential mailbox using the numeric keys → press [Set].

If you have not previously set a password, proceed to step 6.

```
CHANGE DATA
PASSWORD      *******   →   CHANGE DATA
                            1.FILE NAME
```



6 Press [▼] or [▲] to display the setting you want to change → press [Set].

You can change the file name, password, subaddress, RX password, and the # of RX copies.

To change the settings for an item, follow the same procedure you used for the initial setup of the mailbox. (See "Creating a Confidential Mailbox," on p. 7-2.)

```
CHANGE DATA
 1.FILE NAME   →   CHANGE DATA
                    5.# OF RX COPIES
```

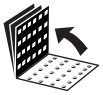
NOTE

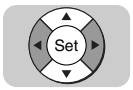
- To delete an item, press Ⓒ (Clear) → Ⓢet (Set).
- To change the password of your confidential mailbox, you have to first enter the old password (it is not displayed as you enter it) → press Ⓢet (Set) → enter a new password (it is displayed as you enter it) → press Ⓢet (Set).

7 When you are finished making changes, press [Stop] to return to the Standby mode.

Deleting a Confidential Mailbox

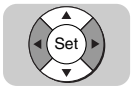
Follow this procedure to delete a confidential mailbox.





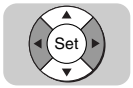
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of “Creating a Confidential Mailbox,” on p. 7-2.



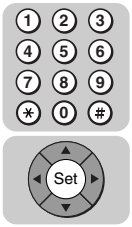
2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <1.CONFIDNTL MAILBOX> appears → press [Set].

If necessary, see steps 4 and 5 of “Creating a Confidential Mailbox,” on p. 7-2.



3 Press [▼] or [▲] until <3.DELETE FILE> appears → press [Set].

CONFIDNTL MAILBOX 3.DELETE FILE	→	DELETE FILE SET BOX # 00



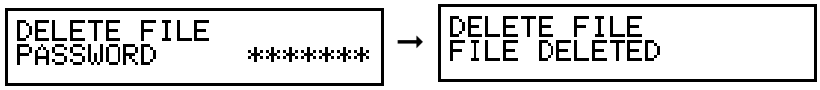
4 Enter the two digit number of the confidential mailbox that you want to delete using the numeric keys → press [Set].

You can also press [▼] or [▲] to select a confidential mailbox number.

DELETE FILE SET BOX # 22	→	DELETE FILE PASSWORD

5 Enter the password protecting access to the confidential mailbox you want to delete using the numeric keys → press [Set].

If you have not previously set a password, proceed to step 6.



The confidential mailbox is deleted.

NOTE

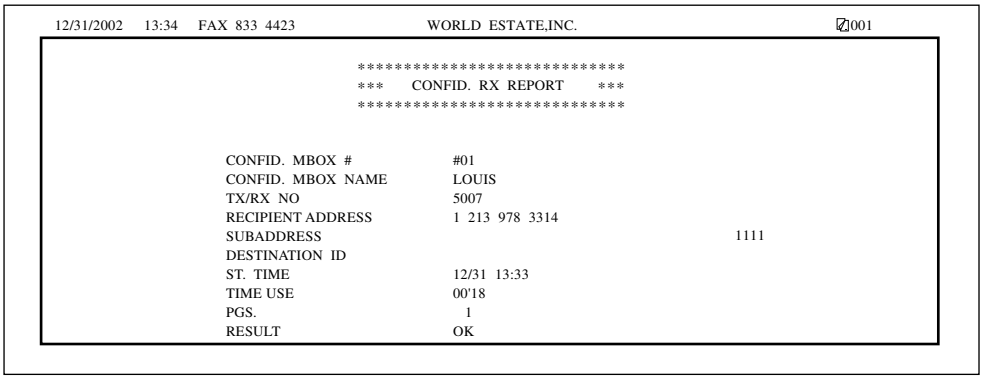
If the message <CANNOT DELETE> is displayed, there is at least one confidential document received in the mailbox. To delete the mailbox, print the document that has been received in the mailbox.

6 Press [Stop] to return to the Standby mode.

Receiving a Confidential Document

When the machine receives a confidential document with a subaddress and/or password that matches the subaddress/password settings for your confidential mailbox, the document is stored inside the mailbox.

After the machine receives a document in your confidential mailbox, it displays a message and prints a report unless this feature has been turned 'OFF'.



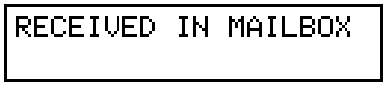
12/31/2002 13:34 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** CONFID. RX REPORT ***
****

CONFID. MBOX #	#01	
CONFID. MBOX NAME	LOUIS	
TX/RX NO	5007	
RECIPIENT ADDRESS	1 213 978 3314	
SUBADDRESS		1111
DESTINATION ID		
ST. TIME	12/31 13:33	
TIME USE	00'18	
PGS.	1	
RESULT	OK	

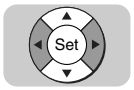
- The report lists the subaddress where the documents have been received.
- Printing the Confidential Reception Report every time you receive a confidential document can be turned 'ON' and 'OFF'. (See "Report Settings," on p. 11-11.)

After the report prints, a message alternates with the standby display (date and time), until you print the document received in the mailbox.



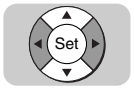
Follow this procedure to print a document received in a confidential mailbox.

1 Open all three one-touch speed dialing panels → press [Advanced Communication].



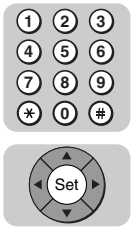
2 **Press [▼] or [▲] to display <CONFIDENTIAL> → press [Set].**

```
EX. TRANSMIT
CONFIDENTIAL
```
→
```
CONFID. TX/RX
 1.CONFIDENTIAL TX
```



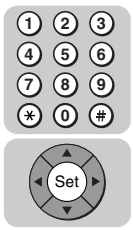
3 **Press [▼] or [▲] until <2.CONFIDENTIAL RX> appears → press [Set].**

```
CONFID. TX/RX
 2.CONFIDENTIAL RX
```
→
```
CONFIDENTIAL RX
SET BOX #          00
```



4 **Enter a two digit mailbox number (from 00 to 99) using the numeric keys → press [Set].**

```
CONFIDENTIAL RX
SET BOX #          12
```
→
```
CONFIDENTIAL RX
PASSWORD      _
```



5 **Enter the password (up to seven digits) for the mailbox using the numeric keys → press [Set].**

```
CONFIDENTIAL RX
PASSWORD      **_
```

The following messages alternately appears on the LCD display:

```
RECEIVED IN MAILBOX
```

```
FAX 12/31/2002 03:40
AUTO
```

The document is printed.

Sending a Confidential Document

Sending a document with a subaddress and password does not ensure that the document will be received as a confidential document. Before your machine sends a document, it cannot confirm that the other party has their machine set up for confidential receiving.

You can use two methods to send a confidential document:

- If you frequently use the confidential sending feature, you can register a telephone number for confidential sending under a one-touch speed dialing key or a coded speed dialing code.
- You can also enter the ITU-T subaddress and password by pressing [Advanced Communication].

Sending a Confidential Document with Speed Dialing

You can register a telephone number for confidential sending under a one-touch speed dialing key or by pressing [Coded Dial] followed by a three digit code.

Check these points before you send a confidential document:

- Contact the other party and ask for the ITU-T subaddress and password they are using for receiving confidential documents.
- The other party's fax machine does not have to be a Canon fax machine, but make sure the other party's fax machine supports the use of ITU-T subaddresses and passwords.
- Perform the procedure to register a telephone number for one-touch or coded speed dialing. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- If the speed dialing keys are already set up, perform the procedure to change the one-touch or coded speed dialing settings. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- When you set up the speed dialing settings, turn 'ON' the OPTIONAL SETTING feature, and select 'TX TYPE'. Select 'CONFIDENTIAL TX', and set the ITU-T subaddress and password for the speed dialing key or code. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- Confirm that the other party has set up a confidential mailbox with the subaddress you have been given. You must send your document with the correct subaddress, or the other party will not receive your document in their confidential mailbox.

Sending a Confidential Document with the Advanced Communication Key

Note these points about sending a confidential document to a confidential mailbox.

- You can dial only one telephone number.
- If you frequently need to send a confidential document to more than one location, register the numbers, subaddresses, and passwords for group dialing so you can use sequential broadcasting. (See "Setting Up Group Dialing," on p. 2-24.)
- If you use one-touch or coded speed dialing to dial the number after you perform the following operation, the transmission mode settings registered for the one-touch speed dialing key or coded speed dialing code are ignored.
- The password setting is optional, but required, if the other party has set a password on their fax machine.

1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

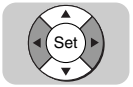
```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)

2 Open all three one-touch speed dialing panels → press [Advanced Communication].

```
EX. TRANSMIT
POLLING
```

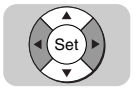


3 Press [▼] or [▲] to display <CONFIDENTIAL> → press [Set].

```
EX. TRANSMIT
CONFIDENTIAL
```

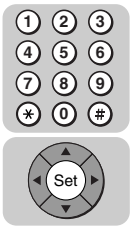
→

```
CONFID. TX/RX
 1.CONFIDENTIAL TX
```



4 Press [▼] or [▲] until <1.CONFIDENTIAL TX> appears → press [Set].

CONFID. TX/RX 1.CONFIDENTIAL TX	→	TEL=



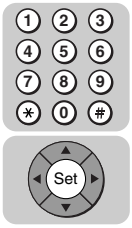
5 Dial the telephone number → press [Set].

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See “Using Regular Dialing,” on p. 3-8, “Using Speed Dialing,” on p. 2-32, or “Using Directory Dialing,” on p. 2-39.)

TEL= 123 4567 10 CANON U.S.A.NY	→	SUBADDRESS

NOTE

- You can dial only one number.
- You can select only the one-touch speed dialing key or coded speed dialing code whose transmission mode is set to ‘REGULAR TX’.



6 Enter the ITU-T subaddress using the numeric keys → press [Set].

SUBADDRESS 1234567890	→	TEL= 123 4567 10 CANON U.S.A.NY

NOTE

You must enter the correct subaddress, including ∗, #, and spaces, set on the other party’s machine. Otherwise, your machine cannot start sending your confidential documents.

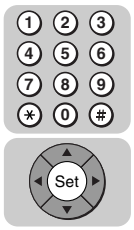
7 If an ITU-T password is also required, press [Password].

Otherwise, proceed to step 9.

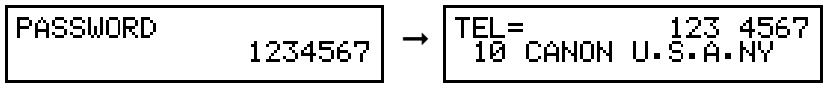
PASSWORD

NOTE

You must press [Password] within five seconds of pressing (Set) (Set) in step 6. If you wait longer than the timeout interval before pressing [Password], the machine starts scanning the document. The timeout interval can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)



8 Enter the ITU-T password set on the other party's machine using the numeric keys → press [Set].



NOTE

You must enter the correct password, including *, #, and spaces, set on the other party's machine. Otherwise, the other party's machine cannot receive your documents.

9 Press [Start].

The machine starts the transmission.

NOTE

The machine begins scanning automatically if the Timeout feature is set to 'ON'. (See "TX (Send) Settings," on p. 11-14.)

Using Polling

8
CHAPTER

This chapter shows you how to set up and use polling sending and receiving. Polling is useful when one or both parties cannot be in the office at the same time.

What Is Polling? 8-2
Before You Use Polling Receiving 8-2
Polling Other Fax Machines to Receive a Document 8-3
Polling to Receive at a Preset Time 8-5
Changing the Preset Polling Settings 8-10
Deleting a Preset Polling Box 8-12
Setting Up Polling Sending 8-14
Before You Can Be Polled to Send 8-14
Setting Up a Polling Box 8-14
Scanning a Document into the Memory for Polling Sending 8-18
Changing the Polling Box Settings 8-20
Deleting a Polling Box 8-21

What Is Polling?

Polling means one fax machine calls another fax machine and requests that the other fax machine send a document that it is holding. Unlike normal sending and receiving, in polling, the receiver always calls the sender. This is called polling to receive a document. The sender sends the document in response to a polling request by a telephone call from the receiver.

NOTE

Your machine can be set up to function in both roles. Your machine can poll to receive a document, or it can be polled to send a document that it is holding.

Before You Use Polling Receiving

Before you try to set up polling, note the following points:

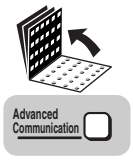
- In one operation you can poll several machines. You can dial up to 210 telephone numbers, and poll those machines to receive documents that they are holding.
- You can poll a machine for a document at any time, but you may find it more useful to set your machine for polling other machines at specified times throughout the day. (See “Polling to Receive at a Preset Time,” on p. 8-5.)
- You must know if the other fax machine is holding the document under both a subaddress and password, or only a subaddress or password. You must also know the subaddress and password so you can enter them on your machine. If you do not know the subaddress or password, contact the other party.
- If the other party’s documents are registered for polling without a subaddress or password, you can still perform polling receiving.
- If the other party’s fax machine does not support ITU-T subaddress/password transactions, you can ask them to set the polling ID to ‘255’ or ‘1111 1111’ binary when the other party’s fax machine is a Canon fax machine.

Polling Other Fax Machines to Receive a Document

Follow this procedure to poll another fax machine to receive the document that it is holding. This procedure starts polling the other fax machine immediately.

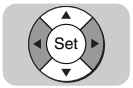
NOTE

You can also set the machine to poll at a preset time. (See "Polling to Receive at a Preset Time," on p. 8-5.)



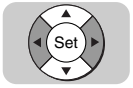
1 Open all three one-touch speed dialing panels → press [Advanced Communication].

```
EX. TRANSMIT
POLLING
```



2 Press [▼] or [▲] to display <POLLING> → press [Set].

```
EX. TRANSMIT          →   POLLING
POLLING                    1.POLLING TX
```



3 Press [▼] or [▲] until <2.POLLING RX> appears → press [Set].

```
POLLING               →   TEL=
 2.POLLING RX
```

4 Dial the other party's number.

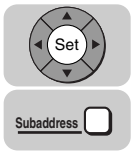
You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See "Using Regular Dialing," on p. 3-8, "Using Speed Dialing," on p. 2-32, or "Using Directory Dialing," on p. 2-39.)

If you use regular dialing, make sure you press (Set) (Set) after you dial the number.

```
TEL=                  →   TEL=          123 4567
                           10 CANON U.S.A.NY
```

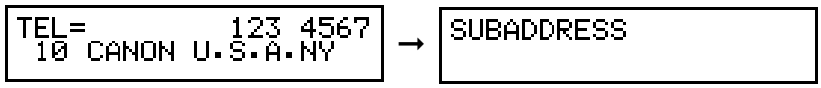
NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → enter the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ⏀ (Stop) to return to the Standby mode → start again.
- You can also select a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



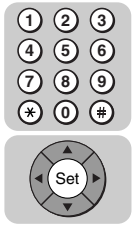
5 If you want to receive a document from a fax machine that has set an ITU-T subaddress, press [Set] → [Subaddress].

If you want to receive a document from a fax machine which does not have an ITU-T subaddress/password set, proceed to step 9.

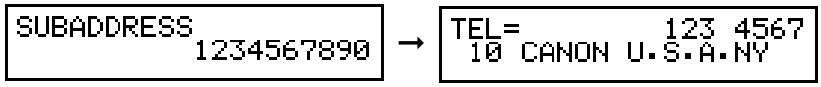


NOTE

You must press [Subaddress] within five seconds of pressing Ⓢet (Set). If you wait longer than the timeout interval before pressing [Subaddress], the machine starts dialing the number. The timeout interval can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)



6 Enter the ITU-T subaddress using the numeric keys → press [Set].



NOTE

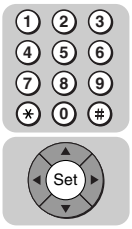
You must enter the correct subaddress, including ✳, #, and spaces, set on the other party's machine. Otherwise, your machine cannot start polling.

7 If an ITU-T password is required, press [Password].

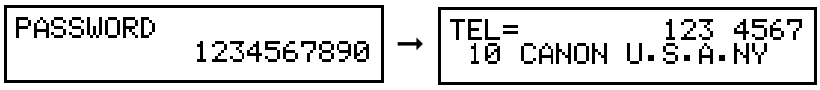
Otherwise, proceed to step 9.

NOTE

You must press [Password] within five seconds of pressing (Set) (Set) in step 6. If you wait longer than the timeout interval before pressing [Password], the machine starts dialing the number. The timeout interval can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)



8 Enter the ITU-T password using the numeric keys → press [Set].



NOTE

You must enter the correct password, including ∗, #, and spaces, set on the other party's machine. Otherwise, your machine cannot receive the document.

9 Press [Start].

The machine starts polling the other machine.

IMPORTANT

If the other machine is holding the document under a subaddress and/or password, your subaddress and/or password must match the other party's subaddress and/or password.

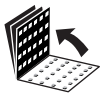
Polling to Receive at a Preset Time

Follow this procedure to set the machine to poll another fax machine at a preset time. Polling at a preset time enables you to conduct document transactions later at night when the telephone rates are lower.

Before you set up polling at a preset time, make sure you have performed the following tasks:

- Register the numbers of the fax machines you want to poll under one-touch speed dialing keys or coded speed dialing codes. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)

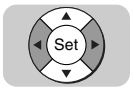
- When you set up the speed dialing settings, turn 'ON' the OPTIONAL SETTING feature, and select 'TX TYPE'. Select 'POLLING RX', and set the subaddress and password for the speed dialing key or code. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- If you need to poll a fax machine with which you also perform regular transactions, you should register its fax number under two different speed dialing keys or codes: one for regular transmission, and another for preset polling with ITU-T subaddress and password to match the polling box of the other party's machine.



1 **Open all three one-touch speed dialing panels.**

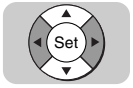
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



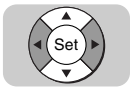
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



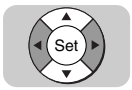
4 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 6.FILE SETTINGS
```
→
```
FILE SETTINGS
 1.CONFIDNTL MAILBOX
```



5 **Press [▼] or [▲] until <3.PRESET POLLING> appears → press [Set].**

```
FILE SETTINGS
 3.PRESET POLLING
```
→
```
PRESET POLLING
 1.SETUP FILE
```



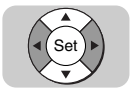
6 **Press [▼] or [▲] until <1.SETUP FILE> appears → press [Set].**

```
PRESET POLLING
 1.SETUP FILE
```
→
```
SETUP FILE
SET BOX #          00
```

7 **Enter a two digit box number (00-99) for the preset polling box using the numeric keys → press [Set].**

You can also press [▼] or [▲] to select a preset polling box number.

```
SETUP FILE
SET BOX #          11
```
→
```
SETUP FILE
 1.FILE NAME
```



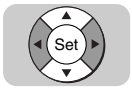
8 **Press [▼] or [▲] until <1.FILE NAME> appears → press [Set].**

```
SETUP FILE
 1.FILE NAME
```
→
```
                   :A
_
```

9 **Enter a file name for the preset polling box (up to 24 characters including spaces) using the numeric keys → press [Set].**

```
                   :A
POLLING BOX
```
→
```
SETUP FILE
 2.PASSWORD
```

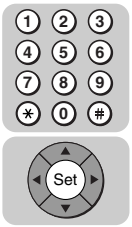
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



10 **If you want to set a password to protect the preset polling box, press [▼] or [▲] until <2.PASSWORD> appears → press [Set].**

If you do not want to set a password, proceed to step 12.

```
SETUP FILE
 2.PASSWORD
```
→
```
PASSWORD
                _
```

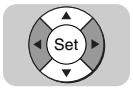


11 Enter a password (up to seven digits) using the numeric keys → press [Set].

PASSWORD 1234567	→	SETUP FILE 3.SELECT LOCATIONS

NOTE

- This password protects your preset polling box settings from unauthorized access. To change these settings later, you will have to enter this password.
- If you make a mistake while entering the password, press Ⓒ (Clear) → enter the correct password.

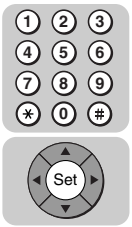


12 Press [▼] or [▲] until <3.SELECT LOCATIONS> appears → press [Set].

SETUP FILE 3.SELECT LOCATIONS	→	TEL=

NOTE

If you need to specify the ITU-T subaddress/password to poll other fax machine, you have to first specify the ITU-T subaddress/password when registering one-touch speed dialing or coded speed dialing. (See “Setting Up One-Touch Speed Dialing,” on p. 2-6, or “Setting Up Coded Speed Dialing,” on p. 2-15.)



13 Specify the destination to poll → press [Set].

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See “Using Regular Dialing,” on p. 3-8, “Using Speed Dialing,” on p. 2-32, or “Using Directory Dialing,” on p. 2-39.)

TEL= 111 2345 02 JOHN BARRISTER	→	SETUP FILE 4.START TIME

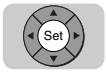
NOTE

You can specify up to 200 destinations to be polled by your machine.

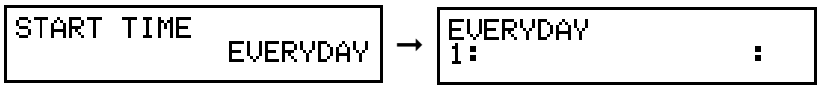
14 Set the time for your machine to poll other fax machines.

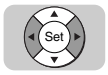
You can set the machine to poll other fax machines everyday or only on selected days of the week. For each day, you can set up to five times for the machine to poll another fax machine during a 24-hour period.

● **To set preset polling for everyday:**

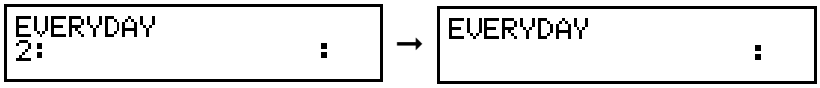


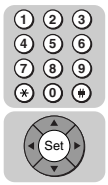
❑ Press [Set] twice.





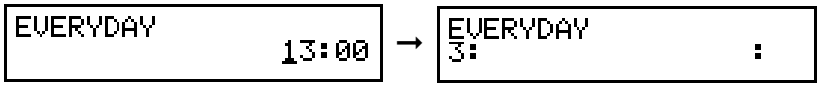
❑ Press [▼] or [▲] to display an empty setting column → press [Set].



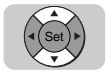


❑ Enter the time to poll other fax machines using the numeric keys → press [Set].

Enter the time in 24-hour notation (e.g., 1:00 p.m. as 13:00).



The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



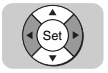
❑ If you want to set more than one time for your machine to poll other fax machines, press [▼] or [▲] to set the time in another empty setting column.

NOTE

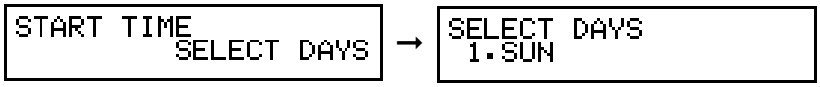
- You can register up to five times for your machine to poll other fax machines everyday.
- If you make a mistake when entering the time, press Ⓒ (Clear) to clear the number → enter the correct time.

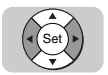
● **To set preset polling for selected days:**

❑ Press [Data Registration].

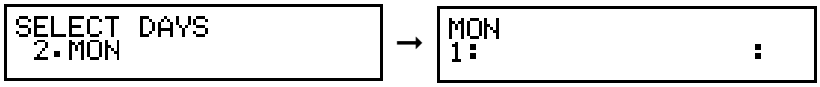


❑ Press [▼] or [▲] to display <SELECT DAYS> → press [Set].

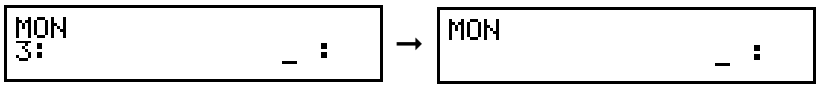




❑ Press [▼] or [▲] to display the name of the day you want to set up → press [Set].

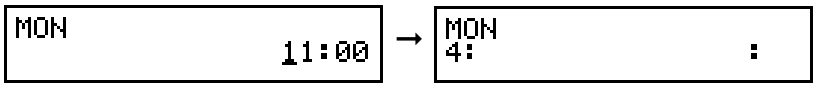


❑ Press [▼] or [▲] to display an empty setting column → press [Set].



❑ Enter the time for your machine to poll other fax machines using the numeric keys → press [Set].

Enter the time in 24-hour notation (e.g., 1:00 p.m. as 13:00).



The message <DATA ENTRY OK> appears on the LCD display for a few seconds.

❑ If you want to set more than one time for your machine to poll other fax machines on the selected day, set the day of the week and the time in another empty setting column.

NOTE

- You can register up to five times for your machine to poll other fax machines on the selected day.
- If you want to select another day, press [Data Registration] to return to the previous level, and select another day. Repeat the procedure for setting the times for that day.
- If you make a mistake when entering the time, press Ⓒ (Clear) to clear the number → enter the correct time.

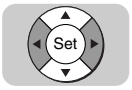
15 Press [Stop] to return to the Standby mode.

Changing the Preset Polling Settings

Follow this procedure to change the settings of the preset polling setup file.

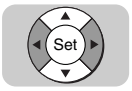
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of “Polling to Receive at a Preset Time,” on p. 8-5.



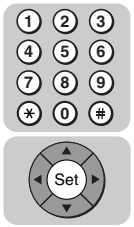
2 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <3.PRESET POLLING> appears → press [Set].**

If necessary, see steps 4 and 5 of "Polling to Receive at a Preset Time," on p. 8-5.



3 **Press [▼] or [▲] until <2.CHANGE DATA> appears → press [Set].**

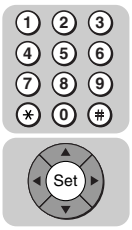
```
PRESET POLLING
 2.CHANGE DATA
```
→
```
CHANGE DATA
SET BOX #          00
```



4 **Enter the two digit number of the preset polling box that you want to change using the numeric keys → press [Set].**

You can also press [▼] or [▲] to select the preset polling box number.

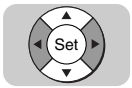
```
CHANGE DATA
SET BOX #          11
```
→
```
CHANGE DATA
PASSWORD
```



5 **Enter the password (up to seven digits) using the numeric keys → press [Set].**

If you have not previously set a password for your preset polling box, proceed to step 6.

```
CHANGE DATA
PASSWORD      *******
```
→
```
CHANGE DATA
 1.FILE NAME
```



6 **Press [▼] or [▲] to display the setting you want to change → press [Set].**

To change the settings for an item, follow the same procedure you used for the initial setup of the preset polling box. (See "Polling to Receive at a Preset Time," on p. 8-5.)

```
CHANGE DATA
 1.FILE NAME
```

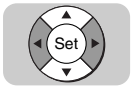
NOTE

To change the password, you have to first enter the old password (it is not displayed as you enter it) → press (Set) (Set) → enter a new password (it is displayed as you enter it) → press (Set) (Set).

7 When you are finished making changes, press [Stop] to return to the Standby mode.

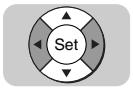
Deleting a Preset Polling Box

Follow this procedure to delete preset polling box.



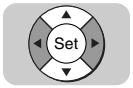
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Polling to Receive at a Preset Time," on p. 8-5.



2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <3.PRESET POLLING> appears → press [Set].

If necessary, see steps 4 and 5 of "Polling to Receive at a Preset Time," on p. 8-5.



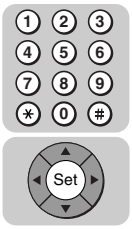
3 Press [▼] or [▲] until <3.DELETE FILE> appears → press [Set].

```
PRESET POLLING
 3.DELETE FILE
```

→

```
DELETE FILE
SET BOX #        00
```

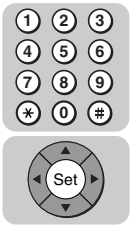
8 Using Polling



4 Enter the two digit number of the preset polling box you want to delete using the numeric keys → press [Set].

You can also press [▼] or [▲] to select the preset polling box number.

DELETE FILE SET BOX # 11	→	DELETE FILE PASSWORD	



5 Enter the password (up to seven digits) protecting the preset polling box using the numeric keys → press [Set].

If you have not previously set a password for the preset polling box, proceed to step 6.

DELETE FILE PASSWORD *******	→	DELETE FILE FILE DELETED	

The preset polling box is deleted.

6 Press [Stop] to return to the Standby mode.

Setting Up Polling Sending

This section shows you how to set up your machine to store and hold a document until it is polled by another fax machine to send it.

Before You Can Be Polled to Send

Before you set up your polling box, contact the parties who are going to poll your machine to receive documents and confirm the following points:

- The other parties must know your ITU-T subaddres.
- If you are using an ITU-T password for the polling box, they must also know this password. The password setting is optional.
- Your TX password must match the ITU-T password attached when the other party calls you. Confirm that the TX password on your machine matches the ITU-T password the other party has in order to poll you.
- If the other party's fax machine does not support ITU-T subaddress/password transactions, use polling box 00.

Setting Up a Polling Box

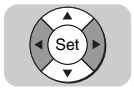
Before you can use polling sending, you must create a polling box using the FILE SETTINGS menu.

The polling box holds the document in memory until the other party polls your machine to send the document.

1 Open all three one-touch speed dialing panels.

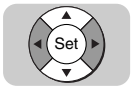
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



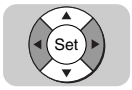
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



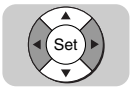
4 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set].**

FAX SETTINGS 6.FILE SETTINGS	→	FILE SETTINGS 1.CONFIDNTL MAILBOX



5 **Press [▼] or [▲] until <4.POLLING BOX> appears → press [Set].**

FILE SETTINGS 4.POLLING BOX	→	POLLING BOX 1.SETUP FILE



6 **Press [▼] or [▲] until <1.SETUP FILE> appears → press [Set].**

POLLING BOX 1.SETUP FILE	→	SETUP FILE SET BOX # 00

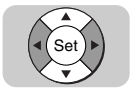
7 **Enter a two digit polling box number (00-99) using the numeric keys → press [Set].**

You can also press [▼] or [▲] to select the polling box number.

SETUP FILE SET BOX # 11	→	SETUP FILE 1.FILE NAME

NOTE

If the other party's fax machine does not support ITU-T subaddress/password transactions, set the box number to '00'. The other party can still poll your machine and receive the document.



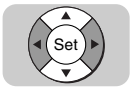
8 **Press [▼] or [▲] until <1.FILE NAME> appears → press [Set].**

SETUP FILE 1.FILE NAME	→	:A _

9 **Enter a file name for the polling box (up to 24 characters and spaces) using the numeric keys → press [Set].**

:A CANON TOKYO	→	SETUP FILE 2.PASSWORD

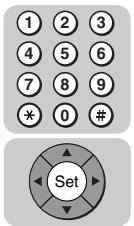
The message <DATA ENTRY OK> appears on the LCD display for a few seconds.



10 **If you want to set a password to protect the polling box, press [▼] or [▲] until <2.PASSWORD> appears → press [Set].**

If you do not want to set a password, proceed to step 12.

SETUP FILE 2.PASSWORD	→	PASSWORD _

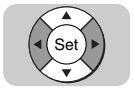


11 **Enter a password (up to seven digits) using the numeric keys → press [Set].**

PASSWORD 1234567	→	SETUP FILE 3.SUBADDRESS

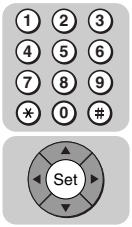
NOTE

- If you set the polling box number to '00' for a party whose fax machine does not support ITU-T subaddress/password transactions, you do not have to register a subaddress or TX password. Proceed to step 16.
- This password protects your polling box settings from unauthorized access. To change these settings later, you will have to enter this password.
- If you make a mistake while entering the password, press Ⓒ (Clear) → enter the correct password.



12 Press [▼] or [▲] until <3.SUBADDRESS> appears→ press [Set].

SETUP FILE 3.SUBADDRESS	→	SUBADDRESS



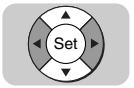
13 Enter an ITU-T subaddress (up to 20 digits) using the numeric keys → press [Set].

This is the ITU-T standard subaddress. An ITU-T subaddress is a number of up to 20 digits long which can include spaces, and the symbols ∗ and #.

SUBADDRESS 1234567890	→	SETUP FILE 4.TX PASSWORD

NOTE

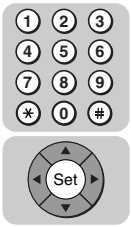
- If you make a mistake while entering the subaddress, press Ⓒ (Clear) → enter the correct subaddress.
- You cannot enter a subaddress that is already in use.



14 Press [▼] or [▲] until <4.TX PASSWORD> appears → press [Set].

If you do not want to enter the ITU-T password, proceed to step 16.

SETUP FILE 4.TX PASSWORD	→	TX PASSWORD

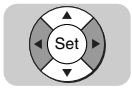


15 Enter an ITU-T password (up to 20 digits, including ∗, #, and spaces) using the numeric keys → press [Set].

TX PASSWORD 1234567	→	SETUP FILE 5.ERASE AFTER TX

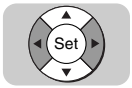
NOTE

If you register a TX password, it must match the ITU-T password attached to the other party's polling request.



16 Press [▼] or [▲] until <5.ERASE AFTER TX> appears → press [Set].

SETUP FILE 5.ERASE AFTER TX	→	ERASE AFTER TX ON



17 Press [▼] or [▲] to display <ON> or <OFF> → press [Set].

<ON>: The document in the polling box is erased after it is sent in response to a polling request from another fax machine.

<OFF>: The document in the polling box is not erased after it is sent. Select this setting if you expect that the document will be polled by more than one fax machine.

ERASE AFTER TX OFF	→	SETUP FILE SET BOX # 00

18 If you want to set up another polling box, repeat this procedure from step 7.

19 Press [Stop] to return to the Standby mode.

Scanning a Document into the Memory for Polling Sending

Follow this procedure to scan a document into a polling box. The document remains in the polling box so that it can be polled by other fax machines. To use polling sending, you have to previously create a polling box with ITU-T subaddress/ password.

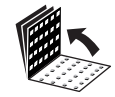
1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

DOCUMENT READY

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 Open all three one-touch speed dialing panels.

3 Press [Advanced Communication] → press [Set] twice.

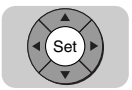
EX. TRANSMIT POLLING	→	POLLING SET BOX # 00

4 Enter the two digit number of the polling box using the numeric keys → press [Set].

POLLING SET BOX # 03	→	SENDER NAME CANON DIV.

5 If you want to select a sender's name, press [TTI Selector] → [▼] or [▲] until you see the sender's name you want to use.

If you do not want to select a sender's name, proceed to the next step.



6 Press [Set].

The document is scanned into the polling box.

POLLING TX 5008 SCANNING P.001

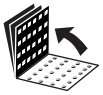
NOTE

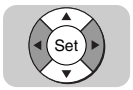
If another party polls your machine to receive a document stored in your polling box, the document is sent if the following conditions are met:

- If a subaddress and a password was entered when you created the polling box, the subaddress and password attached to the other party's polling request must match the subaddress and the password of the polling box.
- The password setting is optional. However, if you have registered a password for the polling box, the other party's polling request must contain a matching password.
- If no password is registered for the document in the polling box, and the other party's polling request contains a password, then the document will not be sent.

Changing the Polling Box Settings

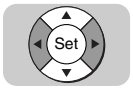
Follow this procedure to change the settings of the polling box setup file.





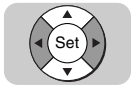
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Setting Up a Polling Box," on p. 8-14.



2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <4.POLLING BOX> appears → press [Set].

If necessary, see steps 4 and 5 of "Setting Up a Polling Box," on p. 8-14.



3 Press [▼] or [▲] until <2.CHANGE DATA> appears → press [Set].

POLLING BOX 2.CHANGE DATA	→	CHANGE DATA SET BOX # 00

4 Enter the two digit number of the polling box that you want to change using the numeric keys → press [Set].

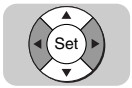
You can also press [▼] or [▲] to select the polling box number.

CHANGE DATA SET BOX # 11	→	CHANGE DATA PASSWORD

5 Enter the password (up to seven digits) using the numeric keys → press [Set].

If you have not previously set a password, skip this step, and proceed to step 6.

CHANGE DATA PASSWORD *******	→	CHANGE DATA 1.FILE NAME



6 Press [▼] or [▲] to display the setting you want to change → press [Set].

To change the settings for an item, follow the same procedure you used for the initial setup of the polling box. (See "Setting Up a Polling Box," on p. 8-14.)

```
CHANGE DATA
 1.FILE NAME
```

NOTE

To change the password, you have to first enter the old password (it is not displayed as you enter it) → press (Set) (Set) → enter a new password (it is displayed as you enter it) → press (Set) (Set).

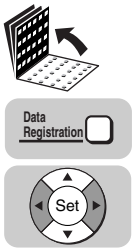
7 When you are finished making changes, press [Stop] to return to the Standby mode.

Deleting a Polling Box

Follow this procedure to delete a polling box.

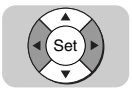
NOTE

You cannot delete a polling box if the polling box is holding a document for polling sending.



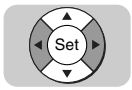
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Setting Up a Polling Box," on p. 8-14.



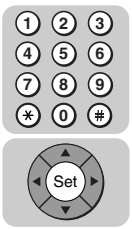
2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <4.POLLING BOX> appears → press [Set].

If necessary, see steps 4 and 5 of "Setting Up a Polling Box," on p. 8-14.



3 Press [▼] or [▲] until <3.DELETE FILE> appears → press [Set].

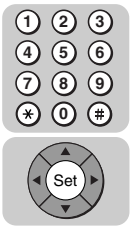
POLLING BOX 3.DELETE FILE	→	DELETE FILE SET BOX # 00



4 Enter the two digit number of the polling box you want to delete using the numeric keys → press [Set].

You can also press [▼] or [▲] to select the polling box number.

DELETE FILE SET BOX # 11	→	DELETE FILE PASSWORD



5 Enter the password (up to seven digits) using the numeric keys → press [Set].

If you have not previously set a password, skip this step, and proceed to step 6.

DELETE FILE PASSWORD *******	→	DELETE FILE FILE DELETED

The polling box is deleted.

NOTE

If there is any document stored in the polling box, you cannot delete the polling box and the message <CANNOT DELETE> appears on the LCD display.

6 Press [Stop] to return to the Standby mode.

Special Sending/Receiving Features

9

CHAPTER

This chapter describes some additional features for sending and receiving documents.

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- Setting Up the Machine for Document Transfer 9-3
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Transferring Documents

The Transfer mode tells the machine to receive documents, and then transfer them automatically to a fax machine at your home or at another work site.
The day and time for the machine to switch to the Transfer mode can be preset. This feature is especially convenient for receiving important documents from a country several time zones away from your country.

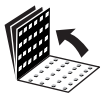
Before You Setup Document Transfer

Note these important points before you create a transfer setup file:

- You can create only one transfer setup file.
- In order for the machine to transfer documents to a destination, you must register the destination's telephone number under a one-touch speed dialing key or a coded speed dialing code on your machine. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)
- You can set the machine to transfer documents only from selected originators. In order to select an originator, you have to register the telephone number of the originator's fax machine on your machine under a one-touch speed dialing key or a coded speed dialing code. (See "Setting Up One-Touch Speed Dialing," on p. 2-6, or "Setting Up Coded Speed Dialing," on p. 2-15.)

Setting Up the Machine for Document Transfer

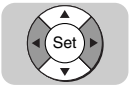
Follow the procedure below to create a file in order for the machine to automatically transfer documents to a selected location.



1 **Open all three one-touch speed dialing panels.**

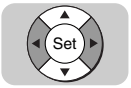
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



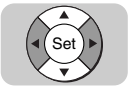
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



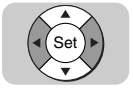
4 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 6.FILE SETTINGS
```
→
```
FILE SETTINGS
 1.CONFIDNTL MAILBOX
```



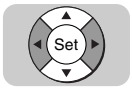
5 **Press [▼] or [▲] until <5.TRANSFER> appears → press [Set].**

```
FILE SETTINGS
 5.TRANSFER
```
→
```
TRANSFER
 1.SETUP FILE
```



6 **Press [▼] or [▲] until <1.SETUP FILE> appears → press [Set].**

```
TRANSFER
 1.SETUP FILE
```
→
```
SETUP FILE
 1.FILE NAME
```



7 Press [▼] or [▲] to display the setting you want → press [Set].

The SETUP FILE menu includes the following items:

Setting	Description
1. FILE NAME	Enter a file name up to 24 characters long. Then, press [Set].
2. SELECT LOCATIONS	Select the numbers of the fax machines where you want to transfer your documents.
TEL =	Press a one-touch speed dialing key, or [Coded Dial] followed by a three digit code to enter the number of the fax machine where you want your documents transferred. The telephone number of the destination machine must be registered for one-touch or coded speed dialing on your machine.
3. PASSWORD	0-9999999 Enter a password (up to seven digits) to protect the transfer file settings. Use of a password is recommended. This password protects the transfer file from unauthorized access to your settings. You have to enter this password every time you want to put the machine in the document transfer mode.
4. SELECT ORIG UNIT	Enables you to set the machine to receive and transfer documents only from originator fax machines that you designate.
OFF*	All fax transmissions are received and transferred.
ON	The machine receives and transfers transmissions only from fax machines you designate by the telephone number. The machine checks if the last six digits, excluding spaces and pauses, of the originator's telephone number match the telephone number you designate here.
TEL =	Press the one-touch speed dialing key or [Coded Dial] followed by the three digit code to designate the originator fax machine. The telephone number of the originator machine must be registered for one-touch or coded speed dialing on your machine.

Setting	Description
5. TIME SETUP	Sets the time for the machine to enter and leave the Transfer mode. If you do not set the timer, you can still switch the Transfer mode ON/OFF manually.
1.START TIME	Sets a specified time for the machine to automatically start the transfer operation.
EVERYDAY*	Sets the machine to start the transfer operation everyday. You can set up to five start times for every day of the week.
SELECT DAYS	1.SUN to 7.SAT Sets the machine to start the transfer operation only on selected days of the week. You can set up to five start times for any of the selected days.
2.END TIME	Sets a specified time for the machine to end the transfer operation, and return to normal operations.
EVERYDAY*	Sets the machine to end the transfer operation everyday. You can set up to five end times for every day of the week.
SELECT DAYS	1.SUN to 7.SAT Sets the machine to end the transfer operation on the selected days of the week. You can set up to five end times for any day that you select.
6. PRINT RX DOC.	If your machine is the transfer unit, this setting determines if your machine prints a copy of every document it transfers.
OFF*	Received and transferred documents are not printed at the transfer unit.
ON	A copy of every document received and transferred is printed at the transfer unit.
# OF RX COPIES	If you turn PRINT RX DOC 'ON', use this setting to specify the number of copies you want to print (01 to 99). Use the numeric keys to enter the number, or press [▼] or [▲] to increase or decrease the number → press [Set]. Default setting: '01COPIES'*

An asterisk (*) indicates the default setting.

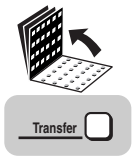
8 **Press [Stop] to return to the Standby mode.**

Turning the Transfer Mode ON and OFF

You can use this procedure to move the machine in and out of the Transfer mode, as long as the timer has not been set to switch the machine in and out of the Transfer mode automatically. However, even if the timer has been set, you can still use this procedure to manually put the machine into the Transfer mode before the timer does it automatically.

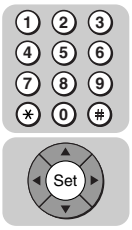
Turning the Transfer Mode ON

Follow this procedure to manually turn the Transfer mode 'ON' at any time.



1 Open all three one-touch speed dialing panels → press [Transfer].

```
PASSWORD
                _
```



2 If you have registered a password, enter your password (up to seven digits) using the numeric keys → press [Set].

```
PASSWORD
        *******
```

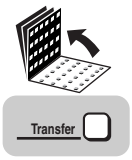
→

```
TRANSFER
AUTO
```

The Transfer mode is set and ready to transfer documents to the destinations you have specified in the transfer setup file.

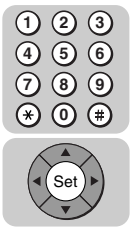
Turning the Transfer Mode OFF

Follow this procedure to manually turn the Transfer mode 'OFF' at any time.



1 Open all three one-touch speed dialing panels → press [Transfer].

```
PASSWORD
                _
```



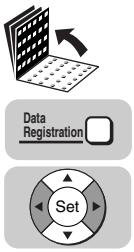
2 If you have registered a password, enter your password using the numeric keys → press [Set].

PASSWORD *******	→	FAX 12/31/2002 18:08 AUTO

The Transfer mode is turned 'OFF', and the machine returns to the Standby mode.

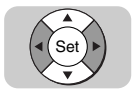
Changing the Transfer Settings

Follow this procedure to change settings in the transfer setup file.



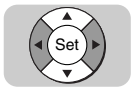
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Setting Up the Machine for Document Transfer," on p. 9-3.



2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <5.TRANSFER> appears → press [Set].

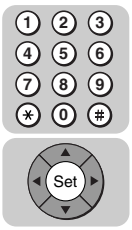
If necessary, see steps 4 and 5 of "Setting Up the Machine for Document Transfer," on p. 9-3.



3 Press [▼] or [▲] until <2.CHANGE DATA> appears → press [Set].

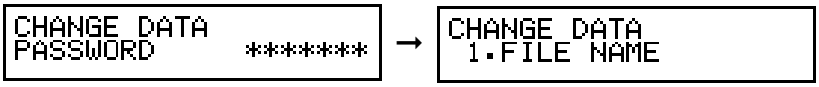
If you have not previously set a password, proceed to step 5.

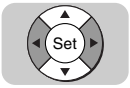
TRANSFER 2.CHANGE DATA	→	CHANGE DATA PASSWORD



4 Enter the password (up to seven digits) protecting the transfer setup file using the numeric keys → press [Set].

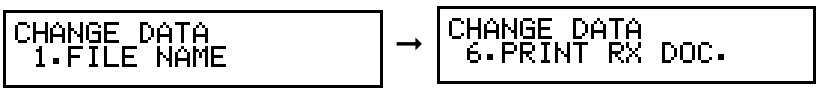
If you have not previously set a password, proceed to step 5.





5 Press [▼] or [▲] to display the desired setting that you want to change → press [Set].

To change the settings for an item, follow the same procedure you used for the initial setup of the transfer box. (See "Setting Up the Machine for Document Transfer," on p. 9-3.)



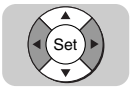
NOTE

- To delete an item, press Ⓒ (Clear) → Ⓢet (Set).
- To change the password, you have to first enter the old password (it is not displayed as you enter it) → press Ⓢet (Set) → enter a new password (it is displayed as you enter it) → press Ⓢet (Set).

6 When you are finished making changes, press [Stop] to return to the Standby mode.

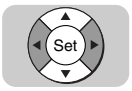
Canceling the Transfer Settings

Follow this procedure to delete the transfer setup file and cancel the transfer settings.



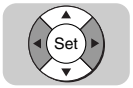
1 Open all three one-touch speed dialing panels → press [Data Registration] → [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

If necessary, see steps 1 to 3 of "Setting Up the Machine for Document Transfer," on p. 9-3.



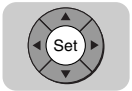
2 Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set] → [▼] or [▲] until <5.TRANSFER> appears → press [Set].

If necessary, see steps 4 and 5 of "Setting Up the Machine for Document Transfer," on p. 9-3.



3 Press [▼] or [▲] until <3.DELETE FILE> appears → press [Set].

TRANSFER 3.DELETE FILE	→	DELETE FILE PASSWORD



4 Enter the password (up to seven digits) protecting the transfer setup file using the numeric keys → press [Set].

If you have not previously set a password, proceed to step 5.

DELETE FILE PASSWORD *******	→	DELETE FILE FILE DELETED

The transfer setup file is deleted.

5 Press [Stop] to return to the Standby mode.

Using Memory Lock

Normally, a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called “Memory Lock.”

You may want to turn Memory Lock ‘ON’ when the machine is left unattended at night, or over long holidays, to prevent a large volume of printed documents from collecting in the paper output trays. After you return to the office, you can review the contents of the memory, and enter the memory lock password to print all of the documents stored in memory.

Setting a Time and Password for Memory Lock

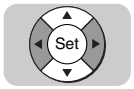
After Memory Lock is turned ‘ON’, the machine automatically enters and leaves the Memory Lock mode at the times you specify. The documents received when the machine is in the Memory Lock mode are stored in memory until you unlock the memory with a password and print them.

Follow this procedure to define a Memory Lock password, and set the times for the machine to enter and leave the Memory Lock mode.

1 **Open all three one-touch speed dialing panels.**

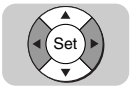
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

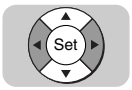
```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 Press [▼] or [▲] until <7.SYSTEM SETTINGS> appears → press [Set].

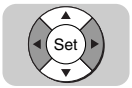
FAX SETTINGS 7.SYSTEM SETTINGS	→	SYSTEM SETTINGS 1.MEMORY LOCK RX

If the prompt <SYSTEM SETTINGS PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press (Set) (Set).



5 Press [▼] or [▲] until <1.MEMORY LOCK RX> appears → press [Set].

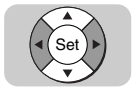
SYSTEM SETTINGS 1.MEMORY LOCK RX	→	MEMORY LOCK RX OFF



6 Press [▼] or [▲] to display <ON> → press [Set].

If you select <OFF>, press (Stop) to return to the Standby mode.

MEMORY LOCK RX ON	→	MEMORY LOCK RX 1.MEM LOCK PASSWORD



7 Press [▼] or [▲] to display the desired Memory Lock setting → press [Set].

The MEMORY LOCK RX menu includes the following items:

Setting	Description
1.MEM LOCK PASSWORD	0 to 9999999 This password protects the Memory Lock settings. Setting a password is recommended. You must use this password to unlock the memory so you can print documents stored in memory. Use the numeric keys to enter a password (up to seven digits) → press [Set].

Setting	Description
2.REPORT	Sets the machine to print reports. This setting affects only reports that print automatically, such as activity reports for sending and receiving, and Activity Management Reports.
OUTPUT NO*	No report prints while in the Memory Lock mode.
OUTPUT YES	A report prints while the machine is in the Memory Lock mode.
3.TIME SETUP	Sets the time for the machine to enter and leave the Memory Lock mode. The timer settings are optional. If you do not set the time, you can use [Memory Reception] to turn the Memory Lock mode 'ON' or 'OFF'.
OFF*	Turns 'OFF' the timer setup. You can turn the Memory Lock mode 'ON' or 'OFF' with [Memory Reception].
ON	Turns 'ON' the timer setup. You can still use [Memory Reception] to turn the Memory Lock mode 'ON' or 'OFF'.
1. START TIME	Sets the time for the machine to automatically enter the Memory Lock mode.
EVERYDAY* SELECT DAYS	Set the time using 24-hour notation. Up to five start times can be specified for everyday or each selected day.
2. END TIME	Sets the time for the machine to leave the Memory Lock mode.
EVERYDAY* SELECT DAYS	Set the time using 24-hour notation. Up to five end times can be specified for everyday or each selected day.

An asterisk (*) indicates the default setting.

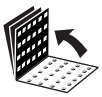
8 **Press [Stop] to return to the Standby mode.**

Turning Memory Lock ON

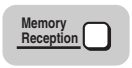
Follow this procedure to put the machine in the Memory Lock mode if the Memory Lock mode timer has not been set, or if you want to put the machine in the Memory Lock mode before the timer activates the Memory Lock mode.

NOTE

If the timer is set for the Memory Lock mode, the machine enters and leaves the Memory Lock mode automatically at the specified time. (See "Setting a Time and Password for Memory Lock," on p. 9-10.).



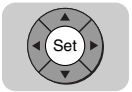
1 Open all three one-touch speed dialing panels.



2 Press [Memory Reception].

```
MEM LOCK PASSWORD
                _
```

If you have not set the memory lock password (see step 7 in "Setting a Time and Password for Memory Lock," on p. 9-10), the machine immediately enters the Memory Lock Receive mode. The setting is completed.



3 If a memory lock password has been set, enter the password using the numeric keys → press [Set].

```
MEM LOCK PASSWORD          MEMORY LOCK RX
               *******  →  AUTO
```

The machine is in the Memory Lock Receive mode.

NOTE

All documents are received in memory until you unlock the memory and print them.

Turning Memory Lock OFF and Printing Documents

Follow this procedure to turn the Memory Lock 'OFF' and print the documents received in memory.

NOTE

If the timer is set for the Memory Lock mode, the machine enters and leaves the Memory Lock mode automatically at the specified times. (See "Setting a Time and Password for Memory Lock," on p. 9-10.)

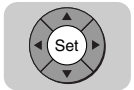
1 When the Memory Lock mode is 'ON', the message <MEMORY LOCK RX> is displayed instead of the Standby display.

```
MEMORY LOCK RX
AUTO
```

2 Open all three one-touch speed dialing panels → press [Memory Reception].

```
MEM LOCK PASSWORD
                _
```

If you have not set the memory lock password (see step 7 in "Setting a Time and Password for Memory Lock," on p. 9-10), the machine immediately returns to the Standby mode. The setting is completed and the documents received in memory are printed.



3 If a memory lock password has been set, enter the memory lock password using the numeric keys → press [Set].

```
MEM LOCK PASSWORD
                ********
```

→

```
FAX 12/31/2002 18:11
AUTO
```

When you press [Set], all the documents received in memory while the machine was in the Memory Lock mode are printed. The memory lock mode is deactivated.

When the Machine Displays <RECEIVED IN MEMORY>

If paper or toner runs out while you are receiving a document or the machine detects that the output tray is full, the machine automatically stores the unprinted pages of the document in memory and displays this message:

```
RECEIVED IN MEMORY
```

1 Check the LCD display messages.

Add paper to the paper cassettes if you see the message below (see Chapter 1, “Before You Start Using This Machine,” in the *Reference Guide*):

```
SUPPLY REC. PAPER
CASSETTE 1:LTR
```

Replace the toner car tridge if you see the message below (see Chapter 6, “Maintenance,” in the *Reference Guide*):

```
REPLACE CARTRIDGE
```

Pick up the printed paper in the output trays if you see the message below:

```
OUTPUT TRAY FULL
```

Clear the paper jam if you see the message below (see Chapter 7, “Troubleshooting,” in the *Reference Guide*.)

```
REC. PAPER JAM
```

2 As soon as you refill and close the paper cassette, replace the toner cartridge and close the printer cover, or pick up the printed pages in the output tray, the pages stored in memory are automatically printed.

NOTE

- As each page is printed, it is deleted from the memory.
- If the memory becomes full, you cannot receive the remaining pages. Contact the other party and ask them to send the document again.
- The LASER CLASS 700 Series can store up to approximately 500 letter size pages (based on CCITT/ITU-T No. 1 Chart, Standard Mode) in memory. With the optional memory kit, the LASER CLASS 700 Series can receive up to approximately 1,500 pages in memory. For details about the optional memory kit, contact your local authorized Canon dealer.
- A memory backup function is provided to save the contents of the memory for up to approximately 12 hours during a power failure.

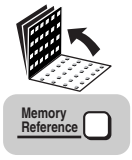
Printing a Memory List

Follow this procedure to print a list of all documents currently stored in memory.

12/31/2002 13:01 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** DOCUMENT MEMORY LIST ***
****

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME	SENDER NAME
0011	DELAYED TX	[*002]HUNT INVESTMENTS	2	12/31 13:00	23:30	R.LOUIS



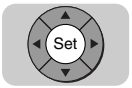
1 Open all three one-touch speed dialing panels → press [Memory Reference].

If documents are stored in memory, the first item in the MEMORY REFERENCE menu is displayed below.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

If no documents are currently stored in memory, this message is displayed:

```
NO DOC. STORED
```



2 Press [Set].

```
PRINTING REPORT
```

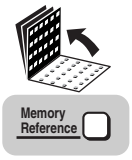
The memory list prints.

Printing a Document in Memory

Follow this procedure to print a document in memory.

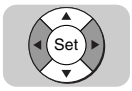
NOTE

To select a document for printing, you must know its transaction number. You may want to print a memory list for reference. (See "Printing a Memory List," on p. 9-17.)



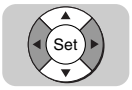
1 Open all three one-touch speed dialing panels → press [Memory Reference].

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```



2 Press [▼] or [▲] until <3.PRINT DOCUMENT> appears → press [Set].

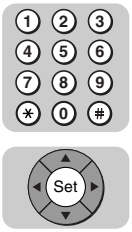
```
MEMORY REFERENCE
 3.PRINT DOCUMENT
```
→
```
PRINT DOCUMENT
TX/RX NO.       0002
```



3 Press [▼] or [▲] to display the transaction number of the document you want to print → press [Set].

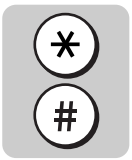
If you have not set a password for the document stored in memory, proceed to step 5.

```
PRINT DOCUMENT
TX/RX NO.       0012
```
→
```
PRINT DOCUMENT
PASSWORD
```



4 If you have set a password for the document stored in memory, enter the password (up to seven digits) using the numeric keys → press [Set].

```
PRINT DOCUMENT
PASSWORD      *******
```
→
```
PRINT 1ST PAGE ONLY?
YES=(*)   NO=(#)
```



5 **Press [*] to print only the first page of a document with multiple pages, or press [#] to print the entire document.**

```
PRINT DOCUMENT
TX/RX NO.       0012
```

Printing starts.

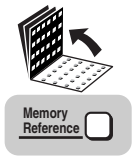
6 **Press [Stop] to return to the Standby mode.**

Sending a Document in Memory to a Different Destination

Follow this procedure to send a document stored in memory to another destination.

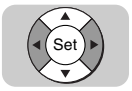
NOTE

To select a document for sending, you must know its transaction number. You may want to print a memory list for reference. (See "Printing a Memory List," on p. 9-17.)



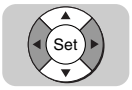
1 **Open all three one-touch speed dialing panels → press [Memory Reference].**

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```



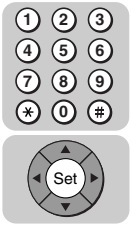
2 **Press [▼] or [▲] until <4.RESEND DOCUMENT> appears → press [Set].**

```
MEMORY REFERENCE
 4.RESEND DOCUMENT
```
→
```
RESEND DOCUMENT
TX/RX NO.        0002
```



3 **Press [▼] or [▲] to select the document you want to send → press [Set].**

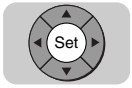
```
RESEND DOCUMENT
TX/RX NO.        0013
```
→
```
RESEND DOCUMENT
PASSWORD
```



4 **Enter the password (up to seven digits) using the numeric keys → press [Set].**

If you have not previously set a password for the document stored in memory, proceed to step 5.

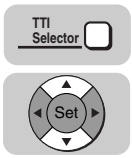
```
RESEND DOCUMENT
PASSWORD      *******
```
→
```
RESEND DOCUMENT
SELECT LOCATIONS
```



5 Dial the fax number → press [Set].

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, group dialing, access code dialing, or directory dialing. (See “Using Regular Dialing,” on p. 3-8, “Using Speed Dialing,” on p. 2-32, or “Using Directory Dialing,” on p. 2-39.)

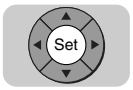
```
TEL=          123 4567
```
→
```
RESEND DOCUMENT
 SENDER NAME
```



6 Press [TTI Selector] → [▼] or [▲] until the desired sender’s name appears on the LCD display.

You can also use the numeric keys to select a sender’s name.

```
SENDER NAME
06  CANON:J.SMITH
```



7 Press [Set].

The machine sends the document to the number you dialed.

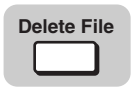
Erasing a Document from Memory

Follow this procedure to erase a document from memory. To delete a document from memory, you can use [Delete File] or [Memory Reference].

NOTE

To select a document for deletion, you must know its transaction number. You may want to print a memory list for reference. (See "Printing a Memory List," on p. 9-17.)

Deleting a Document with the Delete File Key

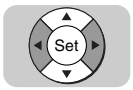


1 Press [Delete File].

```
DELETE DOCUMENT
TX/RX NO.        0002
```

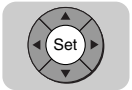
NOTE

If a pound sign (#) precedes the transaction number, the document is being held in memory for redialing and sending.



2 Press [▼] or [▲] to display the transaction number of the document you want to delete → press [Set].

```
DELETE DOCUMENT
TX/RX NO.        0003
```
→
```
DELETE DOCUMENT
PASSWORD
```



3 Enter the password using the numeric keys → press [Set].

If you have not previously set a password for the document stored in memory, proceed to step 4.

```
DELETE DOCUMENT
PASSWORD      *******
```
→
```
OK TO DELETE?
YES=(*)    NO=(#)
```

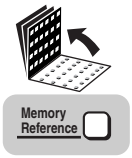
4 Press [✳] to delete the selected document.

If you do not want to delete the selected document, press (#) (#).

After you press [✳], the document is erased.

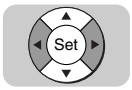
5 Press [Stop] to return to the Standby mode.

Deleting a Document with the Memory Reference Key



1 Open all three one-touch speed dialing panels → press [Memory Reference].

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

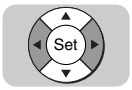


2 Press [▼] or [▲] until <5.DELETE DOCUMENT> appears → press [Set].

```
MEMORY REFERENCE
 5.DELETE DOCUMENT
```
→
```
DELETE DOCUMENT
TX/RX NO.        0001
```

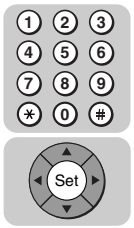
NOTE

If a pound sign (#) precedes the transaction number, the document is being held in memory for redialing and sending.



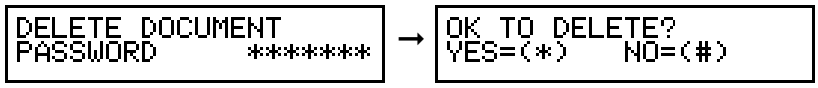
3 Press [▼] or [▲] to display the transaction number of the document that you want to delete → press [Set].

```
DELETE DOCUMENT
TX/RX NO.        0003
```
→
```
DELETE DOCUMENT
PASSWORD
```



4 Enter the password using the numeric keys → press [Set].

If you have not previously set a password for the document stored in memory, proceed to step 5.



5 Press [*] to delete the selected document.

If you do not want to delete the selected document, press # (#).

After you press [*], the document is erased.

6 Press [Stop] to return to the Standby mode.

What Happens to the Memory After a Power Failure?

If power to the machine is lost due to a power failure, or if the machine is accidentally disconnected, a built-in battery keeps a trickle of current supplied to the memory so all of the documents currently stored in memory can be saved for up to 12 hours.

How Your Registered Data Is Protected

This is what happens when the machine is disconnected:

- The backup battery takes over and keeps a trickle of current flowing to the memory in order to preserve all of the documents that are waiting to be sent or printed.
- However, if the machine is turned OFF for longer than 12 hours, all of the documents in the machine's memory are lost after the battery power runs down. As soon as power is restored to the machine a Memory Clear Report is printed which shows you the documents that were erased. (See "Memory Clear Report," on p. 12-17.)
- Your user data and speed dialing settings are constantly refreshed by a lithium battery, and they are not lost as a result of a power failure. This is true even if power to the machine is cut OFF for longer than 12 hours.
- If many documents are stored in the machine's memory, the machine may need about two minutes to recover after power is restored to the machine.

About the Backup Battery

Here is a list of things to keep in mind about the backup battery.

- The backup battery is a rechargeable battery, which preserves document data in the memory for up to 12 hours. The battery requires about one day to reach a full charge after power to the machine is restored.
- Frequently disconnecting the machine from the power source shortens the service life of the battery.
- To avoid shortening the backup battery's service life, use the machine within a temperature range between 50°F to 90.5°F (10°C to 32.5°C). If the machine is used in an environment that is too hot or too cold, the service life of the backup battery may be shortened.

- If the backup battery cannot preserve data even after you plug in the power source and the machine is left ON for one day (24 hours), call your local authorized canon dealer, and have the backup battery replaced.

Other Special Features

10
CHAPTER

This chapter describes some convenient features that you may want to use in daily operations.

Using the Telephone 10-2
Tone Dialing on a Pulse Line 10-4
Setting Up and Using PIN Codes 10-6
- Setting a PIN Code 10-6
- Dialing with a PIN Code after the Number 10-8
- Dialing with a PIN Code before the Number 10-9
- Setting PIN Code Access for Speed Dialing 10-11
- Using Speed Dialing with PIN Code Access 10-12
- Forced PIN Code Access 10-13

Setting Up the Program One-Touch Key 10-15
Setting Up and Using the Optional Stamp Feature 10-18
- Setting Up the Stamp Feature 10-18
- Setting Up the Stamp Action 10-19
- Turning the Stamp Feature ON/OFF 10-21

How the Machine Operates with Default Settings 10-22

Using the Telephone

Follow this procedure to use the telephone for voice communication if you have installed the optional handset kit. (See Chapter 1, “Before You Start Using This Machine,” in the *Reference Guide*.)

1 Pick up the handset, or press [Hook].

```
TEL=
```

2 When you hear the dial tone, specify the destination.

You can specify the destination using regular dialing, one-touch speed dialing, coded speed dialing, access code dialing, or directory dialing. (See “Using Regular Dialing,” on p. 3-8, “Using Speed Dialing,” on p. 2-32, or “Using Directory Dialing,” on p. 2-39.)

```
TEL=          123 4567
```

NOTE

- When entering a number using regular dialing, if you see that you have entered an incorrect digit, press [Delete] to delete the rightmost digit → enter the correct digit.
- You can also use Ⓒ (Clear) to clear the entire telephone number → begin entering the telephone number again.
- If you notice that you made a mistake while the machine is dialing the number, press ◇ (Stop) to return to the Standby mode → start again. You can also press ☎ (Hook) or hang up the handset to cancel dialing.

3 When the other party answers your call, speak into the handset.

If you did not pick up handset in step 1, pick up the handset as soon as you hear the other party answer. The other party cannot hear you until you pick up the handset.

NOTE

If the other party does not answer, or if the line is busy, hang up the handset, press (Hook), or (Stop) to disconnect.

Tone Dialing on a Pulse Line

Many telephone information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your machine is connected to a rotary pulse line, follow this procedure to temporarily set the machine for tone dialing.

1 Press [Hook].

Pick up the handset if you have installed the optional handset kit. (See Chapter 1, “Before You Start Using This Machine,” in the *Reference Guide*.)

```
TEL=
```

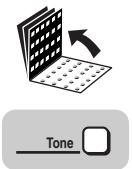
The In Use/Memory lamp flashes green, and you should hear the dial tone.

NOTE

The volume of the dial tone can be adjusted. (See Chapter 1, “Before You Start Using This Machine,” in the *Reference Guide*.)

2 Dial the telephone number of the information service using the numeric keys.

```
TEL=          123 4567
```



3 When the recorded message of the information service answers, open all three one-touch speed dialing panels → press [Tone].

```
TEL=          123 4567T
```

After pressing [Tone], a <T> appears on the LCD display.

4 Enter the numbers requested by the information service using the numeric keys.

Setting Up and Using PIN Codes

PIN (Personal Identification Number) codes prevent unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Some PBX (Private Branch Exchange) systems require that a PIN code be entered when dialing a number to make a call or sending a document by fax. Depending on the requirements of the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix.

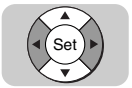
If your PBX requires a PIN code to connect to an outside line, the machine can be set up (using the TX SETTINGS item in the FAX SETTINGS menu) to prompt you for a PIN code every time you dial.

Setting a PIN Code

1 **Open all three one-touch speed dialing panels.**

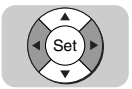
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



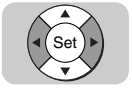
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



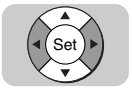
4 **Press [▼] or [▲] until <3.TX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 3.TX SETTINGS
```
→
```
TX SETTINGS
 1.ECM TX
```



5 **Press [▼] or [▲] until <7.PIN CODE> appears → press [Set].**

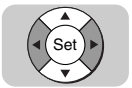
TX SETTINGS 7.PIN CODE	→	PIN CODE OFF



6 **Press [▼] or [▲] to display <ON> → press [Set].**

If you do not want to set the PIN code access feature, select <OFF> → press (Set) (Set) → proceed to step 9.

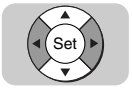
PIN CODE ON	→	NECESS. PIN CODE OFF



7 **If your PBX always requires PIN code entry, press [▼] or [▲] to display <ON> → press [Set].**

If your PBX requires PIN code entry depending on the destination, select <OFF> before pressing (Set) (Set) → proceed to step 9.

NECESS. PIN CODE ON	→	PIN CODE BEF/AFT BEFORE TEL NO.



8 **Press [▼] or [▲] to select <BEFORE TEL NO.> or <AFTER TEL NO.> → press [Set].**

PIN CODE BEF/AFT BEFORE TEL NO.	→	FAX SETTINGS 4.RX SETTINGS

9 **Press [Stop] to return to the Standby mode.**

Dialing with a PIN Code after the Number

If you set <NECESS. PIN CODE> of the PIN Code setting to 'OFF', you can perform the procedure described below. (See "Setting a PIN Code," on p. 10-6.)

1 Place your documents on the machine.

For instructions explaining how to place your documents on the machine, see "Setting the Document on the Machine," on p. 3-3.

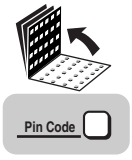
```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)

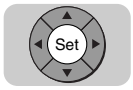
2 Enter the telephone number using the numeric keys.

```
TEL=              1234567
```



3 Open all three one-touch speed dialing panels → press [Pin Code].

```
TEL=              1234567C
```



4 Press [Set].

```
TEL=              1234567C
```

NOTE

Repeat steps 2 through 4 for each telephone number in a sequential broadcast. In a sequential broadcast, you must dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other. For details about sequential broadcasting, see "Sequential Broadcasting to More Than One Location," on p. 3-26.

5 Press [Start].

```
ENTER PIN CODE
```

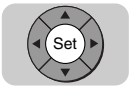
NOTE

To enter the PIN code immediately, press (Start). Otherwise, the machine waits five seconds before it displays <ENTER PIN CODE>. This timeout feature can be turned 'OFF'. (See "TX (Send) Settings," on p. 11-14.)

6 Enter the PIN code (up to 20 digits, including ∗, #, and spaces) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
          **********
```



7 Press [Set].

Transmission starts.

Dialing with a PIN Code before the Number

If you set <NECESS. PIN CODE> of the PIN Code setting to 'OFF', you can perform the procedure described below. (See "Setting a PIN Code," on p. 10-6.)

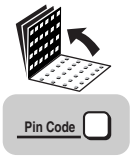
1 Place your documents on the machine.

For instructions explaining how to place your documents on the machine, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

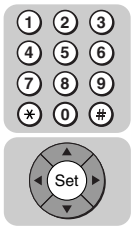
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 Open all three one-touch speed dialing panels → press [Pin Code].

```
TEL=                    C
```



3 Enter the telephone number using the numeric keys → press [Set].

```
TEL=          C123 4567
```

NOTE

Repeat steps 2 and 3 for each telephone number in a sequential broadcast. In a sequential broadcast, you must dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other. For details about sequential broadcasting, see “Sequential Broadcasting to More Than One Location,” on p. 3-26.

4 Press [Start].

```
ENTER PIN CODE
```

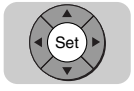
NOTE

To enter the PIN code immediately, press (Start). Otherwise, the machine waits five seconds before it displays <ENTER PIN CODE>. This timeout feature can be turned ‘OFF’. (See “TX (Send) Settings,” on p. 11-14.)

5 Enter the PIN code (up to 20 digits, including ∗, #, and spaces) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
                ********
```



6 Press [Set].

Transmission starts.

Setting PIN Code Access for Speed Dialing

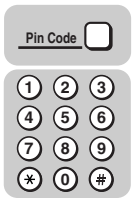
This method enables you to register one-touch and coded speed dialing keys for PIN code access. When a user attempts to dial with a speed dialing key, the machine prompts the user to enter a PIN code.

If you set <NECESS. PIN CODE> of the PIN Code setting to 'OFF', you can perform the procedure described below. (See "Setting a PIN Code," on p. 10-6.)

1 Select the speed dialing location to register the telephone number.

For details on registering the telephone number for speed dialing, see Chapter 2, "Using Speed Dialing."

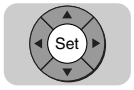
```
TEL NUMBER ENTRY
TEL=
```



2 If the PIN code is to be dialed before the telephone number, press [Pin Code] → enter the telephone number.

If the PIN code is to be dialed after the telephone number, enter the telephone number before pressing [Pin Code].

```
TEL NUMBER ENTRY
TEL=C123 4567
```



3 Press [Set].

Continue registering other information for speed dialing.

4 Repeat the procedure above to continue registering PIN codes for additional telephone numbers.

5 When you are finished registering, press [Stop] to return to the Standby mode.

Using Speed Dialing with PIN Code Access

If you registered a PIN code when you registered numbers for speed dialing, perform the following procedure. (See “Setting PIN Code Access for Speed Dialing,” on p. 10-11.)

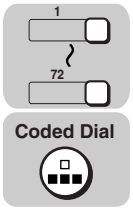
1 Place your documents on the machine.

For instructions explaining how to place your documents, see “Setting the Document on the Machine,” on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See “Adjusting the Scan Settings,” on p. 3-4.)
- You can also specify a sender’s name with [TTI Selector]. (See “Selecting a Sender’s Name,” on p. 3-6.)



2 Press a speed dialing key or press [Coded Dial], followed by a three digit code.

```
TEL=      889 344 222
 01 AK ENTERPRISES
```

NOTE

If you want to use sequential broadcasting, dial the second destination within five seconds of dialing the first destination. All subsequent destinations must be specified within 10 seconds of each other. For details about sequential broadcasting, see “Sequential Broadcasting to More Than One Location,” on p. 3-26.

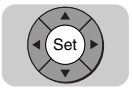
3 Press [Start].

```
ENTER PIN CODE
```

4 Enter the PIN code (up to 20 digits) using the numeric keys.

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
          **********
```



5 Press [Set].

Transmission starts.

Forced PIN Code Access

Follow this procedure to dial when Forced PIN Code Access (NECESS. PIN CODE) has been turned 'ON'. With Forced PIN Code Access 'ON', you must enter a PIN code every time you dial. The PIN code must be entered either before or after the number, depending on how PIN code access has been set up. (See "Setting a PIN Code," on p. 10-6.)

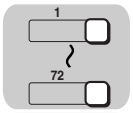
1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 **Dial the telephone number using the numeric keys, press a speed dialing key, or press [Coded Dial] followed by a three digit code.**

```
TEL=          123 4567
 01 CANON
```

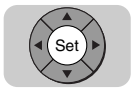
3 **Press [Start].**

```
ENTER PIN CODE
```

4 **Enter the PIN code (up to 20 digits) using the numeric keys.**

The PIN code is not displayed as you enter it.

```
ENTER PIN CODE
              ********
```

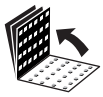


5 **Press [Set].**

Transmission starts.

Setting Up the Program One-Touch Key

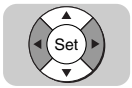
The program one-touch key feature enables you to register a setting so you can perform a routine procedure by pressing only one key.



1 **Open all three one-touch speed dialing panels.**

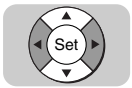
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



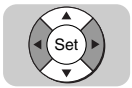
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



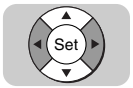
4 **Press [▼] or [▲] until <1.USER SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 1.USER SETTINGS
```
→
```
USER SETTINGS
 1.TEL LINE SETTINGS
```



5 **Press [▼] or [▲] until <6.PROG 1-TOUCH KEY> appears → press [Set].**

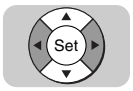
```
USER SETTINGS
 6.PROG 1-TOUCH KEY
```
→
```
PROG 1-TOUCH KEY
 01=
```



6 Press [▼] or [▲] until the number of the one-touch speed dialing key under which you want to assign a function appears → press [Set].

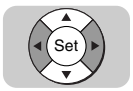
You must select a one-touch speed dialing key in which no telephone number has been registered.

```
PROG 1-TOUCH KEY
 03=
```
→
```
PROG 1-TOUCH KEY
          DO NOT USE
```



7 Press [▼] or [▲] to display <USE> → press [Set].

```
PROG 1-TOUCH KEY
                USE
```
→
```
PROGRAM KEY REG.
 1.PRINT REPORT
```



8 Press [▼] or [▲] to select the function you want to assign → press [Set].

The PROGRAM KEY REG. menu includes the following items:

Setting	Description
PRINT REPORT*	Sets the one-touch speed dialing key to function as a print transmission report key. Whenever you need a transmission report for a document you are sending, press the one-touch speed dialing key set for this feature, and a transmission report prints after the document is sent.
REPORT	Assigns the one-touch speed dialing key to print a report. Whenever you need to print a report, press the one-touch speed dialing key set for this feature. This saves you the effort of opening all three one-touch speed dialing panels to press [Report].
SENDER NAME	Sets the one-touch speed dialing key to function as [TTI Selector]. Whenever you want to select a sender's name when sending a document, press the one-touch speed dialing key set for this feature.
SUBADDRESS	Sets the one-touch speed dialing key to function as [Subaddress]. Whenever you want to enter a subaddress, press the one-touch speed dialing key set for this feature.
DELAYED TX	Sets the one-touch speed dialing key to function as [Delayed Transmission]. Whenever you want to use the Delayed Transmission feature, press the one-touch speed dialing key set for this feature.
CONFIDENTIAL	Sets the one-touch speed dialing key to substitute for the procedure of opening all three one-touch speed dialing panels, pressing [Advanced Communication], and selecting <CONFIDENTIAL TX>. Whenever you want to use the Confidential Mailbox feature, press the one-touch speed dialing key set for this feature.

Setting	Description
RELAY	Sets the one-touch speed dialing key to substitute for the procedure of opening all three one-touch speed dialing panels, pressing [Advanced Communication], and selecting <RELAY TX>. Whenever you want to use the Relay Transmission feature, press the one-touch speed dialing key set for this feature.
POLLING	Sets the one-touch speed dialing key to substitute for the procedure of opening all three one-touch speed dialing panels, pressing [Advanced Communication], and selecting <POLLING>. Whenever you want to use the Polling feature, press the one-touch speed dialing key set for this feature.
ACCESS CODE	Press to use access code dialing.
SENDER'S NAME SET	You can register a sender's name in a program one-touch key.
SET TEXT	Press to enter fixed text, such as a domain name of e-mail address.
MEMORY REFERENCE	Sets the one-touch speed dialing key to function as [Memory Reference]. Whenever you want to check or delete the documents stored in memory, press the one-touch speed dialing key set for this feature.
PIN CODE	Sets the one-touch speed dialing key to function as [Pin Code]. Whenever you want to enter the PIN code to connect to an outside line, press the one-touch speed dialing key set for this feature.
STAMP	If you have the optional stamp feature installed, you can turn the stamp feature 'ON' and 'OFF' without opening all three one-touch speed dialing panels and pressing [Stamp].
ID CODE	Sets a one-touch speed dialing key to function as [ID]. If you are using Department ID Management, press the one-touch speed dialing key set for this function when your operations are completed, or when you want to enter a Department ID to switch the department. Otherwise, any subsequent transmissions and copies are totaled under the Department ID you previously entered to start operating the machine.

An asterisk (*) indicates the default setting.

9 When you are finished setting up the program one-touch key, press [Stop] to return to the Standby mode.

Setting Up and Using the Optional Stamp Feature

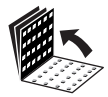
If the optional stamp feature is provided on your machine, you can set the machine to stamp the front, lower left corner of every page you scan for sending.

Setting Up the Stamp Feature

Follow this procedure to set up the stamp feature.

IMPORTANT

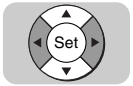
The stamp feature is available as an option. If the stamp option is not provided on your machine, you cannot access this setting.



1 Open all three one-touch speed dialing panels.

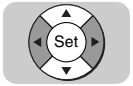
2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].

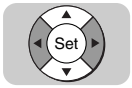
```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 Press [▼] or [▲] until <7.SYSTEM SETTINGS> appears → press [Set].

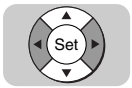
```
FAX SETTINGS
 7.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
 1.MEMORY LOCK RX
```

If the prompt <SYSTEM SETTINGS PASSWORD> is displayed, enter the System Administrator's password using the numeric keys → press (Set) (Set).



5 **Press [▼] or [▲] until <4.FAX DEFAULT> appears → press [Set].**

SYSTEM SETTINGS 4.FAX DEFAULT	→	FAX DEFAULT 1.RESOLUTION

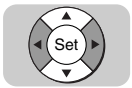


6 **Press [▼] or [▲] until <5.TX STAMP> appears → press [Set].**

FAX DEFAULT 5.TX STAMP	→	TX STAMP TX STAMP OFF

NOTE

This item does not appear on the menu unless your machine is equipped with the stamp option.



7 **Press [▼] or [▲] to display <TX STAMP OFF> or <TX STAMP ON> → press [Set].**

TX STAMP TX STAMP ON	→	SYSTEM SETTINGS 5.ACCESS CODE

8 **Press [Stop] to return to the Standby mode.**

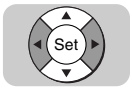
Setting Up the Stamp Action

Follow this procedure to set up the stamp action when the stamp feature is turned ON.

1 **Open all three one-touch speed dialing panels.**

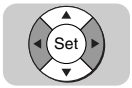
2 **Press [Data Registration].**

ADDITIONAL FUNCTIONS 1.PAPER SETTINGS



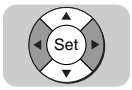
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



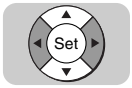
4 **Press [▼] or [▲] until <3.TX SETTINGS> appears → press [Set].**

FAX SETTINGS 3.TX SETTINGS	→	TX SETTINGS 1.ECM TX



5 **Press [▼] or [▲] until <6.STAMP ACTION> appears → press [Set].**

TX SETTINGS 6.STAMP ACTION	→	STAMP ACTION DIRECT&MEMORY TX



6 **Press [▼] or [▲] to display <DIRECT&MEMORY TX> or <DIRECT TX> → press [Set].**

<DIRECT&MEMORY TX>:	Stamps all documents you scan for direct and memory sending.
<DIRECT TX>:	Stamps only documents you scan for direct sending.

STAMP ACTION DIRECT TX	→	TX SETTINGS 7.PIN CODE

7 **Press [Stop] to return to the Standby mode.**

Turning the Stamp Feature ON/OFF

If you have set TX STAMP to 'TX STAMP ON', documents are stamped according to the setting made in the STAMP ACTION menu.

Follow the procedure below to temporarily turn OFF the TX STAMP feature.

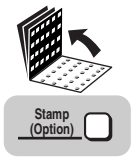
1 Place your documents on the machine.

For instructions explaining how to place your documents, see "Setting the Document on the Machine," on p. 3-3.

```
DOCUMENT READY
```

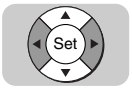
NOTE

- You can adjust the resolution, contrast, and document type for scanning. (See "Adjusting the Scan Settings," on p. 3-4.)
- You can also specify a sender's name with [TTI Selector]. (See "Selecting a Sender's Name," on p. 3-6.)



2 Open all three one-touch speed dialing panels → press [Stamp (Option)].

```
TX STAMP
TX STAMP ON
```



3 If you do not want to stamp document pages, press [▼] or [▲] to display <TX STAMP OFF> → press [Set].

If you want to turn the stamp feature ON, select <TX STAMP ON>.

```
TX STAMP
TX STAMP OFF
```

→

```
TEL=
```

4 Close all three one-touch speed dialing panels → continue the procedure for sending the document.

How the Machine Operates with Default Settings

There are many minor features that you can change to customize the operation of the machine. Some of these features are listed in the table below. The description in the third column is a description of the default setting. In other words, this is how the machine operates unless you change the referenced setting.

If your machine is not operating as described, the default settings may have already been changed. In such a case, you may want to go to the referenced page to restore the default setting.

Feature	Menu Item	Description of Default
Key Press Sound	VOLUME CONTROL KEYPAD VOLUME	Every time you press a numeric key you should hear a beep. The volume of this beep can be adjusted or it can be turned 'OFF'. (See Chapter 5, "Summary of Important Settings," in the *Reference Guide* .)
Date Format	DATE SETUP	In the Standby mode, the date is given in the format MM/DD/YYYY. Two other formats are available. (See Chapter 5, "Summary of Important Settings," in the *Reference Guide* .)
Dialing Timeout	TIME OUT	The machine automatically pauses five seconds after you press a speed dialing key to allow you to dial other numbers for sequential broadcasting. You can turn the timeout feature 'OFF'. (See "TX (Send) Settings," on p. 11-14.)
Document Smaller Than Paper	SELECT CASSETTE CASSETTE SW B	If you receive a letter size document and only a larger paper size is available, the machine prints the document on the larger paper. If you do not want the smaller document printed on large paper, you can receive the document in memory. This switch is effective only when letter size paper runs out. (See "Printer Settings," on p. 11-19.)
Document Too Large for Paper	SELECT CASSETTE CASSETTE SW A	If you receive a legal size document and only letter size paper is available, the document is divided over two pages or reduced. If you do not want to divide documents, you can receive them in memory. This switch is effective only when the paper cassettes are set to legal size, and out of legal size paper. (See "Printer Settings," on p. 11-19.)

Feature	Menu Item	Description of Default
ECM Sending/ Receiving	ECM TX ECM RX	The machine is set to conduct all transactions using ECM (Error Correction Mode). If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM 'OFF'. (See "TX (Send) Settings," on p. 11-14, or "RX (Receive) Settings," on p. 11-17.)
Energy Saver	ENERGY SAVER	If the machine remains idle for a specified time period, it enters the Energy Saver mode. If your machine is idle for three minutes, the machine enters the Energy Saver mode. (See Chapter 5, "Summary of Important Settings," in the *Reference Guide* .)
Language	DISPLAY LANGUAGE	The initial display language is English. Spanish, French, and Portuguese are also available. (See Chapter 5, "Summary of Important Settings," in the *Reference Guide* .)
Manual Receiving with an Extension Telephone	REMOTE RX	To start receiving a fax manually by answering an extension telephone connected to the machine, dial 25. You can change this number if necessary. (See "RX (Receive) Settings," on p. 11-17.)
Offhook Alarm	OFFHOOK ALARM	If the handset remains off the hook, an alarm sounds. The volume of this alarm can be adjusted, or it can be turned 'OFF'. (See "User Settings," on p. 11-5.)
Pause Length	PAUSE TIME	A pause entered within a number is set for two seconds. You can lengthen this pause up to 15 seconds. A pause entered at the end of a number is fixed at 10 seconds, and cannot be adjusted. (See "TX (Send) Settings," on p. 11-14.)
PIN Codes	PIN CODE	The PIN Code feature is disabled unless you turn it 'ON' and set up the machine for dialing through a PBX (Private Branch Exchange) with PIN codes. (See "TX (Send) Settings," on p. 11-14.)
Printing: Continue Printing with Toner Supply Low	TONER SUPPLY LOW	When the toner supply runs low, the machine saves the remainder of the document in memory. You can set the machine to continue printing even after the <TONER SUPPLY LOW> message appears during printing. (See "Printer Settings," on p. 11-19.)
Printing: Footer on Printed Documents	RX PAGE FOOTER	The machine does not print a footer on every document received unless you turn this feature 'ON'. (See "RX (Receive) Settings," on p. 11-17.)
Program One-Touch Key	PROG 1-TOUCH KEY	If you press the designated one-touch speed dialing key under which a function is assigned before you start a transmission, the machine automatically performs that function. (See "User Settings," on p. 11-5.)
Receiving Password	RX PASSWORD	No receiving password is set until you set one. If the other party regularly sends you documents only with an ITU-T password and no subaddress, set up an RX password. (See "System Settings," on p. 11-29.)

Feature	Menu Item	Description of Default
Redialing	AUTO REDIAL	If the other party's line is busy, the machine is set to perform two redialing attempts within two minutes. You can increase the number of redialing attempts and the length of the time interval between attempts. (See "TX (Send) Settings," on p. 11-14.)
Reduction of Document Image	RX REDUCTION	All documents are automatically reduced to fit on one sheet of paper. You can also set the reduction ratio to one of the fixed ratios in the machine. Select one of the fixed ratios to increase the amount of reduction, or you can turn this feature 'OFF'. (See "Printer Settings," on p. 11-19.)
Report: Activity Management Report	ACTIVITY REPORT	An Activity Management Report prints after every 40 transactions. Transactions are listed in chronological order. You can turn this feature 'OFF', or set the machine to print an Activity Management Report at the same time everyday. You can also change the format of the report by listing sending and receiving transactions separately. (See "Report Settings," on p. 11-11.)
Report: Confidential Receiving	CONFID. RX REPORT	A report prints every time you receive a document in a confidential mailbox. You can turn this feature 'OFF'. (See "Report Settings," on p. 11-11.)
Report: Error	TX REPORT REPORT WITH TX IMAGE	If an error occurs while you are sending a document, an Error TX report prints automatically. (See "Report Settings," on p. 11-11.)
Report: Receiving	RX REPORT	A report is not printed when you receive a fax. However, you can set the machine to print a report every time you receive a document or if an error occurs during reception. (See "Report Settings," on p. 11-11.)
Restricting Use: Department ID	DEPT.ID MANAGEMNT	No password or department IDs are set on the machine to restrict sending documents, printing, or using the handset to make a telephone call. However, all of these functions can be restricted. (See Chapter 5, "Summary of Important Settings," in the *Reference Guide* .)
Speed	TX START SPEED RX START SPEED	The starting speed for all transactions is set to '33600bps'. Slower settings are available. (See "User Settings," on p. 11-5.)
Stamp	TX STAMP	If you have the optional stamp feature on your machine, you can turn the stamp feature 'ON' with this setting. The default setting is 'OFF'. (See "System Settings," on p. 11-29.)
Telephone Line	TEL LINE TYPE	Your machine is set to operate on a touch tone telephone line. (See "User Settings," on p. 11-5.)

Feature	Menu Item	Description of Default
Unit Name, Unit Telephone Number	USER TEL NO. UNIT NAME	Your registered identification and fax number are printed at the top and outside the image border of every document you send. This feature is required by the Telephone Consumer Protection Act of 1991 in the United States. Your number is prefixed by the word 'FAX'. (See "User Settings," on p. 11-5.)

Summary of Important Settings

11
CHAPTER

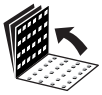
This chapter contains a comprehensive list of all the settings you can perform using the FAX SETTINGS menu.

The settings that determine how the machine operates are called user data settings. These important settings can be switched 'ON' and 'OFF' to customize the operation of the machine.

Opening the Additional Functions Menu 11-2
Summary of User Data Settings 11-3
User Settings 11-5
Setting Procedure 11-5
Report Settings 11-11
Setting Procedure 11-11
TX (Send) Settings 11-14
Setting Procedure 11-14
RX (Receive) Settings 11-17
Setting Procedure 11-17
Printer Settings 11-19
Setting Procedure 11-19
File Settings 11-22
Setting Procedure 11-22
System Settings 11-29
Setting Procedure 11-29

Opening the Additional Functions Menu

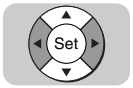
Follow this procedure to display the user data settings.



1 Open all three one-touch speed dialing panels.

2 Press [Data Registration].

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```

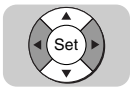


3 Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set] to display the next menu.

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```

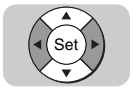
→

```
FAX SETTINGS
 1.USER SETTINGS
```



4 Press [▼] or [▲] to display the item you want to set or change → press [Set].

For details about the individual settings, refer to their respective sections.



5 Press [▼] or [▲] to display the item you want to set or change → press [Set].

NOTE

- The Additional Functions menu selections are displayed one line at a time.
- Press [▼] or [▲] to display the Additional Functions setting items so you can check or change them.

Summary of User Data Settings

Here is a summary of the FAX SETTINGS menus.

■ **1.USER SETTINGS**
Use these settings to set up the operating environment of the machine. These settings include important features like registering sender names and the unit's telephone number, setting alarms and the telephone line type. Perform these settings as soon as you set up your machine. After they are set, you should not need to change them very often. (See "User Settings," on p. 11-5.)

■ **2.REPORT SETTINGS**
Use these settings to set the machine to print a report every time you send or receive a document, and print a summary report for all your sending and receiving transactions. Use these features to keep track of your fax transactions. (See "Report Settings," on p. 11-11.)

■ **3.TX (Send) SETTINGS**
Use these settings to customize how the machine sends documents. With these settings you can turn ECM 'ON' and 'OFF', set a pause time, set up redialing and other features. (See "TX (Send) Settings," on p. 11-14.)

■ **4.RX (Receive) SETTINGS**
Use these settings to customize how the machine receives documents. These settings are important because they determine how the machine operates when it receives a document. (See "RX (Receive) Settings," on p. 11-17.)

■ **5.PRINTER SETTINGS**
Use these settings to set how the machine prints the documents you receive. These features include reducing the size of the page. (See "Printer Settings," on p. 11-19.)

■ **6.FILE SETTINGS**
Use these settings to set up relay groups, confidential mailboxes, and polling sending and receiving. (See "File Settings," on p. 11-22.)

■ **7.SYSTEM SETTINGS**
Use these settings to set up security features with passwords. You can also change the machine's default settings, and set the access code key to be used with access code dialing. (See "System Settings," on p. 11-29.)

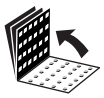
■ 8.LAN SETTINGS

See the *Sending Guide*.
For the LASER CLASS 710, the installation of the optional Network Kit III is necessary to access these items.

User Settings

Follow this procedure to set the user settings.

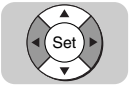
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

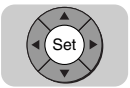
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



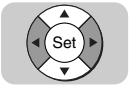
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [Set].**

```
USER SETTINGS
 1.TEL LINE SETTINGS
```



5 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

For more information on the available User Settings, see the table on the next page.

6 **Press [Stop] to return to the Standby mode.**

Setting Item	Description
1. TEL LINE SETTINGS	Set the user's telephone numbers on your machine, the type of telephone line to which your machine is connected, transmission start speed, and reception start speed.
1. LINE 1 2. LINE 2	If you have installed the optional Dual-Line Upgrade Kit, this item appears on the LCD display.
1. USER TEL NO.	Register your fax number. (See "Registering the Machine's Telephone Number and Unit Name," on p. 1-19.) This setting is required in the United States.
2. TEL LINE TYPE	Set the telephone line type. (See "Checking and Setting the Telephone Line," on p. 1-21.)
TOUCH TONE*	The telephone line is set for touch tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing. If you need to dial into an information service that requires touch tone dialing, press [Tone] on the operation panel. (See "Tone Dialing on a Pulse Line," on p. 10-4.)
3. TX START SPEED	Set the transmission speed for all documents you send. Available settings: 33600bps*, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps
4. RX START SPEED	Set the transmission speed for all documents you receive. Available settings: 33600bps*, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps
2. UNIT NAME	Register your name or company's name. (See "Registering the Machine's Telephone Number and Unit Name," on p. 1-19.) In the United States, you are required to enter your name or company's name.

An asterisk (*) indicates the default setting.

Setting Item	Description
3. SENDER NAME	Register up to 99 alternate sender's names. Before you send a document, press [TTI Selector] and select a name to replace the name you registered for the unit's name. (See "Registering Sender's Names," on p. 1-24.)
1. SENDER NAME REG.	Register the sender's names.
2. PERSONAL SETTINGS	Set the sender's telephone number to be printed as part of the TX Terminal ID on the document the other party receives when sending a document with a registered sender's name.
1. SENDER FAX NUMBER	Set the sender's fax number to be used with the sender's name you are registering.
USER TEL NUMBER	The user's telephone number is registered as the sender's fax number.
OTHER FAX NUMBERS	You can specify the number you want to use as the sender's fax number.
2. MAIL ACCOUNT	See the *Sending Guide* . For the LASER CLASS 710, the installation of the optional Network Kit III is necessary to access these items.
4.TX TERMINAL ID	Print your ID (Transmitting Terminal ID) on each page you transmit. In the United States, this setting must be turned 'ON'. (See "Registering Required Sender Information (TX TERMINAL ID)," on p. 1-16.)
1.FAX	
ON*	Printing of the TX terminal ID is turned ON.
1.TTI POSITION	
INSIDE IMAGE	Terminal ID prints inside the image border.
OUTSIDE IMAGE*	Terminal ID prints outside the image border.
2.TEL NUMBER MARK	You can prefix your number with the abbreviations FAX or TEL in your sender ID.
FAX*	Prefixes the number with the abbreviation 'FAX'.
TEL	Prefixes the number with the abbreviation 'TEL'.
OFF	Printing of the TX terminal ID is turned OFF.
2.I-FAX	See the *Sending Guide* . For the LASER CLASS 710, the installation of the optional Network Kit III is necessary to access these items.
ON	
1.TTI POSITION	
OUTSIDE IMAGE*	
INSIDE IMAGE	
2.TEL NUMBER MARK	
FAX*	
TEL	
OFF	

Setting Item	Description
5. SENDER FAX NUMBER	Sets the telephone number to be printed as the TX Terminal ID on top of the document the other party receives.
USER TEL NUMBER	The user's telephone number is registered as the sender's fax number.
OTHER FAX NUMBERS	You can specify the number you want to use as the sender's fax number.
6. PROG 1-TOUCH KEY	Designate a one-touch speed dialing key (1-72) to perform one of the following functions. (See "Setting Up the Program One-Touch Key," on p. 10-15.)
1. PRINT REPORT	Press the one-touch speed dialing key under which you register the Print Report function whenever you need a transmission report for a document you are sending.
2. REPORT	If you select this setting, you do not have to open all three of the one-touch speed dialing panels to start printing a report. Whenever you need to print a report, press the one-touch speed dialing key set for this feature.
3. SENDER NAME	Set a one-touch speed dialing key to function as [TTI Selector]. Whenever you want to select a sender's name when sending a document, press the one-touch speed dialing key set for this feature.
4. SUBADDRESS	Set a one-touch speed dialing key to function as [Subaddress]. Whenever you want to enter a subaddress, press the one-touch speed dialing key set for this feature.
5. DELAYED TX	Set a one-touch speed dialing key to function as [Delayed Transmission]. Whenever you want to use the Delayed Transmission feature, press the one-touch speed dialing key set for this feature.
6. CONFIDENTIAL	Set a one-touch speed dialing key to substitute for the procedure of opening all three one-touch speed dialing panels, pressing [Advanced Communication], and selecting <CONFIDENTIAL>. Whenever you want to use the Confidential Mailbox feature, press the one-touch speed dialing key set for this feature.
7. RELAY	Set a one-touch speed dialing key to substitute for the procedure of opening all three one-touch speed dialing panels, pressing [Advanced Communication], and selecting <RELAY TX>. Whenever you want to use the Relay Transmission feature, press the one-touch speed dialing key set for this feature.
8. POLLING	Set a one-touch speed dialing key to substitute for the procedure of opening all three one-touch speed dialing panels, pressing [Advanced Communication], and selecting <POLLING>. Whenever you want to use Polling feature, press the one-touch speed dialing key set for this feature.

Setting Item	Description
9. ACCESS CODE	Set a one-touch speed dialing key to be used as the access code key when ACCESS CODE KEY is set to 'OTHER' in the SYSTEM SETTINGS from the FAX SETTINGS menu. Whenever you want to initiate access code dialing, press the one-touch speed dialing key set for this feature.
10. SENDER'S NAME SET	Register a sender's name in a program one-touch key.
11. SET TEXT	Register fixed text, such as a domain name of e-mail address, to be entered in a program one-touch key.
12. MEMORY REFERENCE	Set a one-touch speed dialing key to function as [Memory Reference]. Whenever you want to check or delete the documents stored in memory, press the one-touch speed dialing key set for this feature.
13. PIN CODE	Set a one-touch speed dialing key to function as [Pin Code]. Whenever you want to enter the PIN code to connect to an outside line, press the one-touch speed dialing key set for this feature.
14. STAMP	If you have installed the optional stamp feature, you can turn the stamp feature 'ON' or 'OFF' without opening all three one-touch speed dialing panels to press [Stamp].
15. ID CODE	Set a one-touch speed dialing key to function as [ID]. If you are using Department ID Management, press the one-touch speed dialing key set for this function when your operations are complete, or when you want to enter a Department ID to switch the department. Otherwise, any subsequent transmissions and copies are totaled under the Department ID you previously entered to start operating the machine.
7. OFFHOOK ALARM	Turn the Off Hook alarm 'OFF' or 'ON', which alerts you if the optional handset is not in the handset cradle.
ON*	The Off Hook alarm sounds if the optional handset or extension telephone is left off the hook.
OFF	No Off Hook alarm sounds when the optional handset is not in the handset cradle.

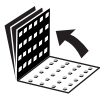
Setting Item	Description
8. TX LINE SELECTION	You can select a preferred telephone line for sending faxes or disable the transmission of outgoing faxes altogether.
1.AUTO*	The machine selects the line that is idle automatically. You can preset which line will have priority when both lines are idle.
1.LINE 1	Sets the line priority to Line 1.
PRIMARY	Line 1 will be used for outgoing faxes when both lines are available.
SECONDARY	Line 1 will be used for outgoing faxes when the primary line is in use.
PROHIBIT TX	Line 1 will never be used for outgoing faxes.
2.LINE 2	Sets the line priority to Line 2.
PRIMARY	Line 2 will be used for outgoing faxes when both lines are available.
SECONDARY	Line 2 will be used for outgoing faxes when the primary line is in use.
PROHIBIT TX	Line 2 will never be used for outgoing faxes.
2.MAN.	You can select the line to be used manually when sending a fax by pressing [Fax/I-Fax].
1.DEFAULT TEL LINE	Set the default telephone line to be used when you do not press [Fax/I-Fax] although TX LINE SELECTION is set to 'MAN.'.
LINE 1	Line 1 is selected if you do not press [Fax/I-Fax].
LINE 2	Line 2 is selected do not press [Fax/I-Fax].

An asterisk (*) indicates the default setting.

Report Settings

Follow this procedure to set the report settings.

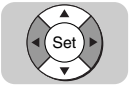
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

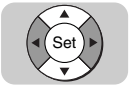
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



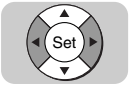
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <2.REPORT SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 2.REPORT SETTINGS
```
→
```
REPORT SETTINGS
 1.TX REPORT
```



5 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

```
REPORT SETTINGS
 1.TX REPORT
```

For more information on the available Report Settings, see the table on the next page.

6 Press [Stop] to return to the Standby mode.

Setting Item	Description
1. TX REPORT	Print a transmission report. (See “Activity Reports,” on p. 12-11.)
PRINT ERROR ONLY*	Prints a report only if an error occurs.
REPORT WITH TX IMAGE	Only available for ‘PRINT ERROR ONLY’ or ‘OUTPUT YES’.
ON*	A prompt asks you to confirm whether to print the first page of the document to remind you of what it contains.
OFF	No prompt appears, and no first page is printed.
OUTPUT YES	A report prints for every transmission.
OUTPUT NO	Prints no report, even if an error occurs.
2. RX REPORT	Prints a reception activity report. (See “Activity Reports,” on p. 12-11.)
OUTPUT NO*	No report prints for document receptions.
PRINT ERROR ONLY	A report prints for reception errors only.
OUTPUT YES	A report prints for every reception.
3. CONFID. RX REPORT	Prints a reception activity report every time you receive a document in a confidential mailbox. (See “Activity Reports,” on p. 12-11.)
OUTPUT YES*	A report prints every time a document is received in a confidential mailbox.
OUTPUT NO	No report prints when a document is received in a confidential mailbox.

An asterisk (*) indicates the default setting.

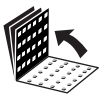
Setting Item	Description
4. ACTIVITY REPORT	Prints an Activity Management Report. (See “Printing the Activity Management Report,” on p. 12-9.)
1. AUTO PRINT*	Prints an activity report after every 40 transactions.
ON*	An activity report prints after the 40th transaction is complete.
OFF	No activity report prints after the 40th transaction is complete.
2. DAILY REPORT TIME	Sets the time when the machine is to print an Activity Report everyday.
OFF*	A time is not set to print a transaction report everyday.
ON	Enables you to set a time for an activity report to print out everyday.
REPORT PRINT TIME	Sets the time for the daily report to print out. Use 24-hour notation.
3. TX/RX SEPARATE	Prints an Activity Report with receptions and transmissions listed separately.
OFF*	Transmissions and receptions are listed together in chronological order.
ON	Transmissions and receptions are arranged in chronological order in separate lists.

An asterisk (*) indicates the default setting.

TX (Send) Settings

Follow this procedure to set the TX settings.

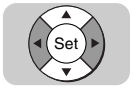
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

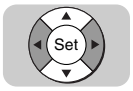
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



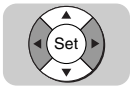
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <3.TX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 3.TX SETTINGS
```
→
```
TX SETTINGS
 1.ECM TX
```



5 **press [▼] or [▲] to display the item you want to set or change → press [Set].**

```
TX SETTINGS
 1.ECM TX
```

For more information on the available TX (Send) Settings, see the table on the next page.

6 **Press [Stop] to return to the Standby mode.**

Setting Item	Description
1. ECM TX	Turns ECM (Error Correction Mode) for transmission 'OFF' and 'ON'. This switch does not affect the settings for one-touch or coded speed dialing. (See "Using Speed Dialing," on p. 2-32.)
ON*	All transmissions are sent in the ECM if the other party's fax machine supports ECM.
OFF	ECM is turned 'OFF'.
2. PAUSE TIME	From 01 to 15SEC; 02SEC* Sets the length of the pause entered between numbers when you press [Redial/Pause]. (See "Adjusting the Length of a Pause," on p. 2-3.)
3. AUTO REDIAL	Select whether to perform automatic redialing when the other line is busy or there is no answer. (See "Setting Up Redialing," on p. 3-23.)
ON*	Customize the redial operation.
1. REDIAL TIMES	From 01 to 10 TIMES; 02TIMES* Even if the machine is set to redial several times, it only redials once if there is no tone or ring back tone during the first attempt.
2. REDIAL INTERVAL	From 02 to 99 minutes; 02MIN.*
3. TX ERROR RESEND	Selects whether to perform automatic redialing when a transmission error occurs.
ON*	Customize the redial operation.
ALL PAGES	The machine redials the number and resends all of the failed pages of the document.
ERROR & 1ST PAGE*	The machine redials the number and resends the failed pages and the first page of the document.
ERROR PAGE	The machine redials the number and resends the failed pages only.
OFF	The machine does not perform automatic redial when a transmission error occurs.
OFF	After the first attempt at dialing fails, redialing is not attempted.
4. ERASE FAILED TX	Select whether to delete the document of the failed transmission from memory.
ON*	The document of the failed transmission is deleted from memory.
OFF	The document of the failed transmission remains in memory.

Setting Item	Description
5. TIME OUT	Sets the interval between dialing (entering phone numbers) when sending to more than one destination. (See “Sequential Broadcasting to More Than One Location,” on p. 3-26.)
ON*	The machine scans the document in five or ten seconds after you enter the telephone number.
OFF	Press [Start] to begin transmission. Otherwise, the machine returns to the Standby mode.
6. STAMP ACTION	Select whether to stamp every document you send, or only documents sent using direct or memory sending. This setting is available only after installing the optional Stamp Kit on your machine.
DIRECT & MEMORY TX*	Stamps documents sent using direct and memory sending.
DIRECT TX	Stamps documents sent with direct sending only.
7. PIN CODE	Sets the PIN code feature for dialing through a PBX that requires PIN codes. (See “Setting Up and Using PIN Codes,” on p. 10-6.)
OFF*	Turns ‘OFF’ the PIN code feature.
ON	Turns ‘ON’ the PIN code feature.
NECESS. PIN CODE	Forced PIN Code feature requires entering a PIN code for every transaction.
OFF*	Forced PIN code access is turned ‘OFF’. If you want to enter the PIN code, press [Pin Code] before/after entering the telephone number.
ON	The Forced PIN code access is turned ‘ON’. You must enter a PIN code every time you dial.
PIN CODE BEF/AFT	Sets the PIN code to appear as a prefix or suffix of the telephone number.
BEFORE TEL NO.*	The PIN code appears as a prefix.
AFTER TEL NO.	The PIN code appears as a suffix.

An asterisk (*) indicates the default setting.

RX (Receive) Settings

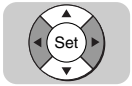
Follow this procedure to set the RX settings.

Setting Procedure

1 **Open all three one-touch speed dialing panels.**

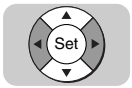
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



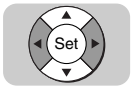
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <4.RX SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 4.RX SETTINGS
```
→
```
RX SETTINGS
 1.ECM RX
```



5 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

```
RX SETTINGS
 1.ECM RX
```

For more information on the available RX (Receive) Settings, see the table on the next page.

6 Press [Stop] to return to the Standby mode.

Setting Item	Description
1. ECM RX	Turns the ECM (Error Correction Mode) for receiving 'OFF' and 'ON'. This switch does not affect the settings for one-touch or coded speed dialing. (See "Using Speed Dialing," on p. 2-32.)
ON*	All receptions are received in the ECM if the other party's machine supports ECM.
OFF	ECM is turned 'OFF'.
2. RECEIVE MODE	Switches the Receive mode between Automatic Receive mode and Manual Receive mode. (See Chapter 4, "Receiving Documents.")
AUTO RX	Sets the machine to the Automatic Receive mode.
MANUAL RX	Sets the machine to the Manual Receive mode.
3. REMOTE RX	Enables you to receive documents from a remote telephone. (See "Changing the Remote Receive ID," on p. 4-7.)
ON*	Remote receiving is turned 'ON', and you can set the Remote Receive ID (from 00 to 99); 25*.
REMOTE RX ID	You can change the Remote Receive ID.
OFF	Remote receiving is turned 'OFF'.
4. RX PAGE FOOTER	Prints a footer in the lower right corner on every received page. The footer contains the date, day, time received, transaction number, and page number. (See "What Is Sender Information?," on p. 1-17.)
OFF*	No RX footer prints at the bottom of the page.
ON	An RX footer is printed at the bottom of every page you receive.
5. 2 ON 1	Prints two pages of a received document on one sheet of paper.
OFF*	The 2 on 1 printing feature is turned 'OFF'.
ON	The 2 on 1 printing feature is turned 'ON'.

An asterisk (*) indicates the default setting.

Printer Settings

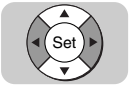
Follow this procedure to set the printer settings.

Setting Procedure

1 **Open all three one-touch speed dialing panels.**

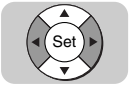
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



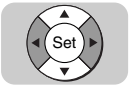
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <5. PRINTER SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 5.PRINTER SETTINGS
```
→
```
PRINTER SETTINGS
 1.# OF RX COPIES
```



5 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

```
PRINTER SETTINGS
 1.# OF RX COPIES
```

For more information on the available Printer Settings, see the table on the next page.

6 Press [Stop] to return to the Standby mode.

Setting Item	Description
1. # OF COPIES	Select the number of copies (from 01 to 99) of received documents you want to print. The default setting is '01COPIES' *.
2. SELECT CASSETTE	Select how you want oversized documents to be divided when the paper cassette is loaded with a smaller paper size.
1. CASSETTE SW A	Select how legal size documents are divided. This switch is effective only when the paper cassettes are set to legal size, but are out of legal size paper.
ON*	Divides legal size documents into two pages.
OFF	Receives legal documents into memory. Load legal size paper in the paper cassette or in the MP tray, and follow the procedure to print the documents received in memory. (See "When the Machine Displays <RECEIVED IN MEMORY>," on p. 9-15.)
2. CASSETTE SW B	Select how letter size documents are received on larger paper sizes. This switch is effective only when a paper cassette runs out of letter size paper.
ON*	Prints the letter size document on a larger paper size.
OFF	Receives letter size documents into memory. Load letter size paper in the paper cassette or in the MP tray, and follow the procedure to print the documents received in memory. (See "When the Machine Displays <RECEIVED IN MEMORY>," on p. 9-15.)

An asterisk (*) indicates the default setting.

Setting Item	Description
3. RX REDUCTION	Receives document images at a reduced size.
ON*	Turns ON image reduction.
OFF	Turns OFF image reduction.
1. RX REDUCTION	
AUTO SELECTION*	The machine automatically reduces the image to the selected paper size.
FIXED REDUCTION	You set the reduction percentage (75%, 90%*, 95%, or 97%).
2. SELECT REDUCE DIR	Select the direction of the reduction based on the fixed reduction percentage selected above.
VERTICAL ONLY*	Reduction percentage is performed in the vertical direction only.
HORIZ & VERTICAL	Reduction percentage is performed in both the horizontal and vertical directions.
4. TONER SUPPLY LOW	Sets the machine to continue printing when the message <TONER SUPPLY LOW> appears.
RX TO MEMORY*	The machine stops printing, and receives the remainder of the document in memory. To print the document, replace the toner cartridge and follow the procedure to print the documents received in memory. (See “When the Machine Displays <RECEIVED IN MEMORY>,” on p. 9-15.)
KEEP PRINTING	Ignores the warning message, and keeps printing the document. This setting is convenient when a new toner cartridge is not yet available. However, if the toner cartridge is out of toner, the machine does not receive the document in memory. You must install the new toner cartridge, and set ‘RX TO MEMORY’.

An asterisk (*) indicates the default setting.

File Settings

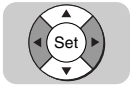
Follow this procedure to set the file settings.

Setting Procedure

1 **Open all three one-touch speed dialing panels.**

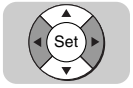
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



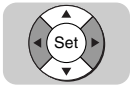
3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <6.FILE SETTINGS> appears → press [Set].**

```
FAX SETTINGS
 6.FILE SETTINGS
```
→
```
FILE SETTINGS
 1.CONFIDNTL MAILBOX
```



5 **Press [▼] or [▲] to display the item you want to set or change → press [Set].**

```
FILE SETTINGS
 1.CONFIDNTL MAILBOX
```

For more information on the available File Settings, see the table on the next page.

6 Press [Stop] to return to the Standby mode.

Setting Item	Description
1. CONFIDNTL MAILBOX	Sets up a confidential mailbox. (See “Setting Up and Using the Confidential Mailbox Feature,” on p. 7-2.)
1. SETUP FILE	Sets up a confidential mailbox.
SET BOX #	00-99 Create a two digit confidential mailbox number.
1.FILE NAME	Give the mailbox a name up to 24 characters long.
2.PASSWORD	0-9999999 Assign a password to protect the mailbox settings, and prevent unauthorized access.
3.SUBADDRESS	Enter an ITU-T subaddress (up to 20 digits) for reception.
4.RX PASSWORD	Enter an ITU-T password (up to 20 digits) for reception.
5.# OF RX COPIES	From 01 to 99 COPIES; 01 COPIES* Set the number of copies printed of every document stored in the mailbox.
2. CHANGE DATA	Change the mailbox settings.
SET BOX #	Enter the number of the mailbox you want to change.
PASSWORD	Enter the password protecting the mailbox settings if necessary. You can now change any of the settings listed above in 1.SETUP FILE.
3. DELETE FILE	Delete a mailbox.
SET BOX #	Enter the number of the mailbox you want to delete.
PASSWORD	Enter the password protecting the mailbox you want to delete if necessary.

Setting Item	Description
2. RELAY TX GROUP	Sets up a relay box so your machine can relay document transmissions to other fax machines in your area. (See “Setting Up and Using a Standard Relay Unit,” on p. 6-3.)
1. SETUP FILE	Sets up a relay box.
SET RLY TX GROUP#	00-99 Sets a two digit relay group number.
1.GROUP DIAL NAME	Give the relay group a name (up to 24 characters).
2.PASSWORD	0-9999999 Assign a password to protect the relay box settings.
3.TRIGGER	Set the trigger to initiate Relay Broadcasting.
1.SUBADDRESS	Enter an ITU-T subaddress (up to 20 digits).
2.SENDER’S FAX NO.	Enter the telephone number of your machine.
3.MAIL ADDRESS (To)	See the *Sending Guide* . For the LASER CLASS 710, the installation of the optional Network Kit III is necessary to access these items.
4.RX PASSWORD	Enter an ITU-T password (up to 20 digits).
5.SELECT ORIG UNIT	Sets your machine to check the incoming relay command to make sure the originator is registered.
ON TEL=	Receives and obeys incoming relay commands for registered originators only. Register originator machines under one-touch speed dialing keys, or coded speed dialing codes.
OFF*	Receives and obeys all incoming relay commands.
6.PRINT RX DOC.	Turns printing ON/OFF for documents received for relay to other machines.
ON	Prints a copy of every document relayed.
# OF RX COPIES	From 01 to 99 COPIES; 01 COPIES* Set the number of document copies to print.
OFF*	No copies are printed.
7.SELECT LOCATIONS TEL=	Use one-touch or coded speed dialing to select the fax numbers that will receive the documents relayed from your machine.

Setting Item	Description
8.TX REPORT	Sends a TX report from your machine (the relay unit) to the originator of the transmission.
TRANSMIT*	Transmits a document relay report to the originator.
NOT TRANSMIT	No report is transmitted to the originator.
9.TX START TIME	Sets the machine to hold the document from the originator, and then relay it at a specified time. Use 24-hour notation to set up to five times for transmission.
10.RELAY B'CAST	Turns 'ON' and 'OFF' relay broadcasting temporarily.
ON*	In order for relay broadcasting to occur, this setting must be 'ON'.
OFF	Turns relay broadcasting OFF temporarily without canceling or changing the relay box settings.
2. CHANGE DATA	Change or add settings to the relay box.
SET RLY GROUP TX#	Enter the number of the relay box you want to change.
PASSWORD	Enter the password protecting the relay box settings. You can now change any of the settings listed above in 1.SETUP FILE.
3. DELETE FILE	Delete a relay box and all of its settings.
SET RLY TX GROUP#	Enter the number of the relay box you want to delete.
PASSWORD	Enter the password of the relay box you want to delete.
3. PRESET POLLING	Sets up preset polling sending/receiving settings. (See "Polling to Receive at a Preset Time," on p. 8-5.)
1. SETUP FILE	Sets up a preset polling box.
SET BOX #	00-99 Create a two digit preset polling box number.
1.FILE NAME	Enter a name for the preset polling box (up to 24 characters).
2.PASSWORD	0-9999999 Enter a password (up to seven digits) to protect the preset polling box settings.
3.SELECT LOCATIONS	Select the numbers of the fax machines you want to poll.
TEL=	Use one-touch or coded speed dialing to specify the numbers of the fax machines you want to poll.

Setting Item	Description
4.START TIME	Sets the time(s) that you want to start polling.
EVERYDAY	Set up to five times everyday for your machine to start polling.
SELECT DAYS	Set up to five times for each day selected for your machine to start polling.
2. CHANGE DATA	Change the settings for the preset polling box.
SET BOX #	Enter the number of the preset polling box you want to change.
PASSWORD	Enter the password protecting the preset polling box settings. You can now change any of the settings listed above in 1.SETUP FILE.
3. DELETE FILE	Delete the preset polling box and all of its settings.
SET BOX #	Enter the number of the preset polling box you want to delete.
PASSWORD	Enter the password protecting the settings of your preset polling box you want to delete.
4. POLLING BOX	Sets up a polling box to store documents in your machine until your machine is polled to send the documents. (See “Setting Up Polling Sending,” on p. 8-14.)
1. SETUP FILE	Sets up a polling box to hold a document until it is polled and sent to another fax machine.
SET BOX #	00-99 Set a number for the polling box.
1.FILE NAME	Enter a name for the polling box (up to 24 characters).
2.PASSWORD	0-9999999 Enter a password to protect the polling box settings.
3.SUBADDRESS	Enter an ITU-T standard subaddress (up to 20 digits).
4.TX PASSWORD	Enter an ITU-T standard password (up to 20 digits).
5.ERASE AFTER TX	Tells the machine how to handle a document after it is polled and sent.
ON*	The document is erased from memory after it is polled and sent.
OFF	The document is not erased and remains stored in memory after it is polled and sent.

Setting Item	Description
2. CHANGE DATA	Change the settings of the polling box.
SET BOX #	Set the number of the polling box you want to change.
PASSWORD	Enter the password protecting the polling box settings. You can now change any of the settings listed above in 1.SETUP FILE.
3. DELETE FILE	Delete the polling box and all of its settings.
SET BOX #	Enter the number of the polling box you want to delete.
PASSWORD	Enter the password protecting the polling box settings you want to delete.
5. TRANSFER	Sets the machine to transfer the documents it receives to other fax machines. (See “Setting Up the Machine for Document Transfer,” on p. 9-3.)
1. SETUP FILE	Create a file in order to receive and transfer documents.
1.FILE NAME	Enter a name for the transfer file (up to 24 characters).
2.SELECT LOCATIONS	Select the numbers of the fax machines to where you want documents transferred.
TEL=	Use one-touch or coded speed dialing to specify the numbers of the fax machines to where you want documents transferred.
3.PASSWORD	0-9999999 Enter a password (up to seven digits) to protect the transfer file settings.
4.SELECT ORIG UNIT	Enables you to set the machine to receive and transfer documents only from originator fax machines that you designate.
OFF*	All fax transmissions are received and transferred.
ON	The machine receives and transfers transmissions only from the fax machine that you designate by fax telephone number.
TEL =	Use one-touch or coded speed dialing to designate the originator fax machine.
5.TIME SETUP	Sets a time period wherein documents are to be received and transferred.
1.START TIME	Set a specified time to start the transfer operation.
EVERYDAY*	Set up to five times everyday to start the transfer operation.
SELECT DAYS	Select one or several days for document transfer. You can set up to five times for any of the selected days.

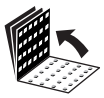
Setting Item	Description
2.END TIME	Set a specified time to end the transfer operation.
EVERYDAY*	Set up to five times everyday to end the transfer operation.
SELECT DAYS	Select one or several days for document transfer. You can set up to five times for any of the selected days.
6.PRINT RX DOC.	Sets the machine that transfers documents to print a copy of every document it transfers.
OFF*	Received and transferred documents are not printed.
ON	A copy of every document received and transferred is printed.
# OF RX COPIES	From 01 to 99 COPIES; 01COPIES* Sets the number of document copies to print.
2. CHANGE DATA	Change the transfer settings.
PASSWORD	Enter the password protecting the transfer settings. You can now change any of the settings listed above (1.SETUP FILE).
3. DELETE FILE	Delete the transfer settings file.
PASSWORD	Enter the password protecting the transfer file settings you want to delete.

An asterisk (*) indicates the default setting.

System Settings

Follow this procedure to set the system settings.

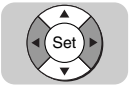
Setting Procedure



1 **Open all three one-touch speed dialing panels.**

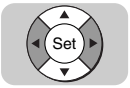
2 **Press [Data Registration].**

```
ADDITIONAL FUNCTIONS
 1.PAPER SETTINGS
```



3 **Press [▼] or [▲] until <3.FAX SETTINGS> appears → press [Set].**

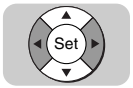
```
ADDITIONAL FUNCTIONS
 3.FAX SETTINGS
```
→
```
FAX SETTINGS
 1.USER SETTINGS
```



4 **Press [▼] or [▲] until <7.SYSTEM SETTINGS> appears → press [Set].**

If the prompt <SYSTEM SETTINGS PASSWORD> is displayed, enter the System Administrator's password protecting the system settings using the numeric keys → press (Set) (Set).

```
FAX SETTINGS
 7.SYSTEM SETTINGS
```
→
```
SYSTEM SETTINGS
 1.MEMORY LOCK RX
```



5 Press [▼] or [▲] to display the item you want to set or change → press [Set].

```
SYSTEM SETTINGS
 1.MEMORY LOCK RX
```

For more information on the available System Settings, see the table below.

6 Press [Stop] to return to the Standby mode.

Setting Item	Description
SYSTEM SETTINGS PASSWORD	Enter the system settings password protecting the system settings. (You do not need to do this if the system settings are not yet password protected.)
1. MEMORY LOCK RX	Turn forced memory receiving 'ON' and 'OFF'. (See "Using Memory Lock," on p. 9-10.)
OFF*	Memory receiving operation is turned 'OFF'.
ON	Memory receiving operation is turned 'ON'.
1.MEM LOCK PASSWORD	0-9999999 Enter a password (up to seven digits) to protect the memory lock settings.
2.REPORT	Sets the machine to print reports when the forced memory receiving feature is 'ON'.
OUTPUT NO*	Reports are not printed when the forced memory receiving feature is 'ON'.
OUTPUT YES	Reports are printed when the forced memory receiving feature is 'ON'.

An asterisk (*) indicates the default setting.

Setting Item	Description
3.TIME SETUP	Sets a time for the machine to start the memory receiving operation.
OFF*	The timer for starting and ending the memory receiving operation is turned 'OFF'.
ON	The timer for starting and ending the memory receiving operation is turned 'ON'.
1.START TIME	Set a specified time to start the memory receiving operation.
EVERYDAY*	Set up to five times everyday to start the memory receiving operation.
SELECT DAYS	Select one or several days to start memory receiving. You can set up to five times for any of the selected days.
2.END TIME	Set a specified time to end the memory receiving operation.
EVERYDAY*	Set up to five times everyday to end the memory receiving operation.
SELECT DAYS	Select one or several days to end memory receiving. You can set up to five times for any of the selected days.
2. RX PASSWORD	Set an RX password to match the ITU-T password of all incoming documents. Enter an ITU-T password (up to 20 digits). To receive a document, this RX password must match the ITU-T password of the incoming document. After the RX password has been set, all incoming documents must have a matching ITU-T password.
3. PHONE NO. CHECK	Enables you to prevent sending a document to an unintended destination. The number you dial is checked with the registered number. If the numbers match, the document is sent.
OFF*	The number is not checked.
ON	The machine uses the last six digits of the number you dial, and matches it with the last six digits of the other party's number registered on the remote machine. If the numbers match, the document is sent. Otherwise, the document is not sent.

Setting Item	Description
4. FAX DEFAULT	Sets the machine's standard mode which the machine resumes when [Stop] is pressed, the Auto Clear function is initiated, or the machine finishes scanning documents. You can change the standard settings, such as the scanning resolution, density, image quality, transmission mode, and the optional TX stamp feature.
1.RESOLUTION	Set the machine's standard resolution.
OFF*	No setting will be specified as the default setting. The machine will retain the most recently used setting.
STANDARD	Set the machine's standard resolution to 'STANDARD'.
FINE	Set the machine's standard resolution to 'FINE'.
SUPER FINE	Set the machine's standard resolution to 'SUPER FINE'.
ULTRA FINE	Set the machine's standard resolution to 'ULTRA FINE'.
2.SCAN DENSITY	Set the machine's standard scanning density.
OFF*	No setting will be specified as the default setting. The machine will retain the most recently used setting.
LIGHT	Set the machine's standard scanning density to 'LIGHT'.
STANDARD	Set the machine's standard scanning density to 'STANDARD'.
DARK	Set the machine's standard scanning density to 'DARK'.
3.IMAGEQUALITY	Set the machine's standard image quality.
OFF*	No setting will be specified as the default setting. The machine will retain the most recently used setting.
TEXT	Set the machine's standard image quality to 'TEXT'.
TEXT/PHOTO	Set the machine's standard image quality to 'TEXT/PHOTO'.
4.TX MODE	Set the machine's standard transmission mode.
MEMORY SENDING*	The machine scans all pages into memory, and then sends them, unless you press [Direct TX].
DIRECT SENDING	The machine sends documents using direct sending even if you do not press [Direct TX].
5.TX STAMP	Set the Stamp feature 'ON' or 'OFF'. This setting is available when the optional stamp kit is installed on your machine.
TX STAMP OFF*	The Stamp feature is turned 'OFF'.
TX STAMP ON	The Stamp feature is turned 'ON'.

Setting Item	Description
5.ACCESS CODE	Sets the use of an access code to represent a fax number.
USE	The access code dialing feature is turned 'ON'.
1.ACCESS CODE KEY	Sets the key to initiate access code dialing.
USING # KEY*	Press [#] to initiate access code dialing.
OTHER	Press the program one-touch key set for access code dialing feature to initiate access code dialing.
2.NO OF CHARACTERS	Sets the number of characters for an access code.
DO NOT USE*	The access code dialing feature is turned 'OFF'.

An asterisk (*) indicates the default setting.

Printing Reports and Lists

12
CHAPTER

This chapter shows you how to print lists and reports.

You can print lists of telephone numbers and transmission settings registered in the machine, as well as print reports about document transactions.

Before printing report and lists, load LTR or A4 size paper (or larger) in the paper cassette or on the MP tray.

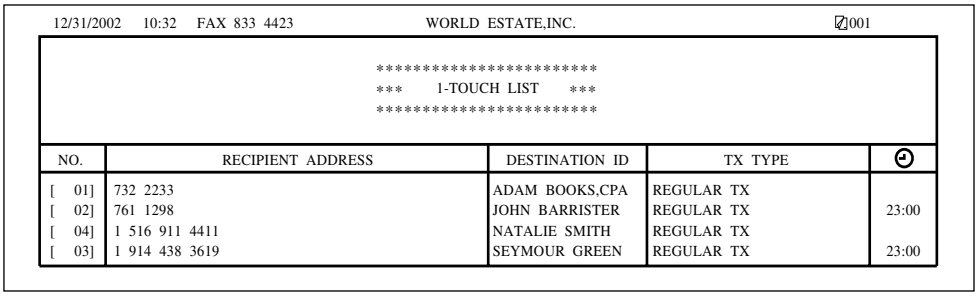
Printing the Speed Dialing Lists 12-2
Printing the User's Data List 12-6
Reports 12-8
Printing the Activity Management Report 12-9
Activity Reports 12-11
Cancel Report Printing 12-15
Memory Lists 12-16
Confidential Mailbox List 12-16
Document Memory List 12-17
Memory Clear Report 12-17

Printing the Speed Dialing Lists

Follow this procedure to print the speed dialing lists. You can print two types of one-touch or coded speed dialing lists: a standard list or a detailed list.

■ One-Touch Speed Dialing List

Example: Sorted output by destination ID



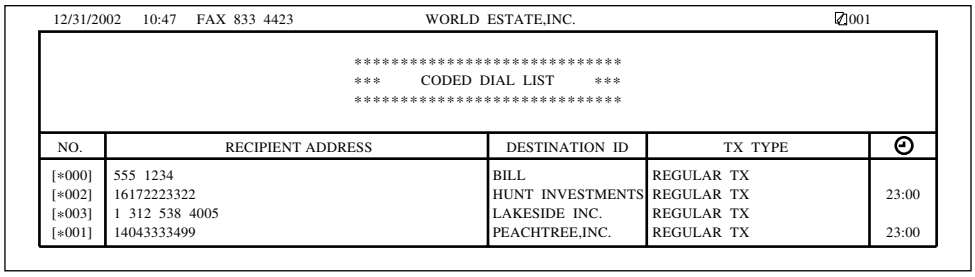
12/31/2002 10:32 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** 1-TOUCH LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE	
[01]	732 2233	ADAM BOOKS,CPA	REGULAR TX	
[02]	761 1298	JOHN BARRISTER	REGULAR TX	23:00
[04]	1 516 911 4411	NATALIE SMITH	REGULAR TX	
[03]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX	23:00

■ Coded Speed Dialing List

Example: Sorted output by destination ID

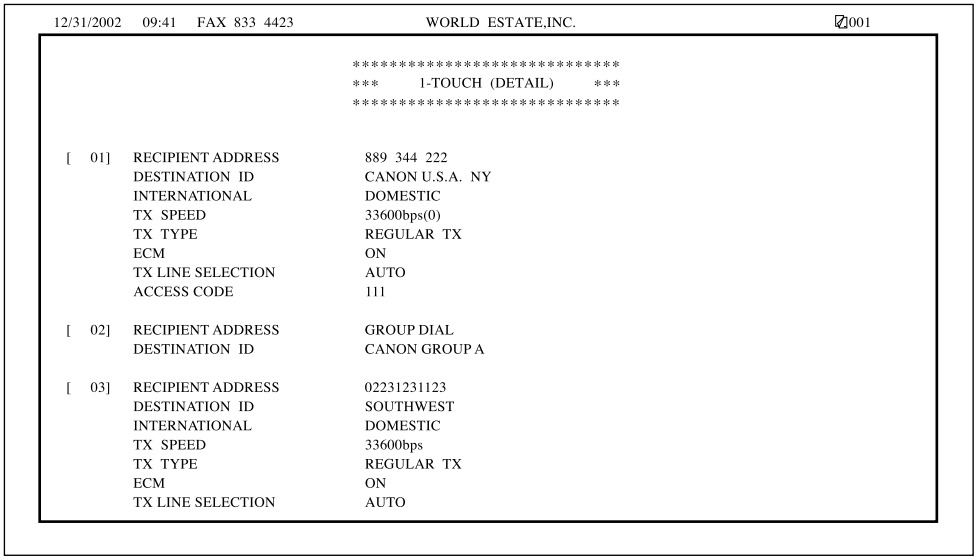


12/31/2002 10:47 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** CODED DIAL LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE	
[∗000]	555 1234	BILL	REGULAR TX	
[∗002]	16172223322	HUNT INVESTMENTS	REGULAR TX	23:00
[∗003]	1 312 538 4005	LAKESIDE INC.	REGULAR TX	
[∗001]	14043333499	PEACHTREE,INC.	REGULAR TX	23:00

■ One-Touch Speed Dialing List (Detail)

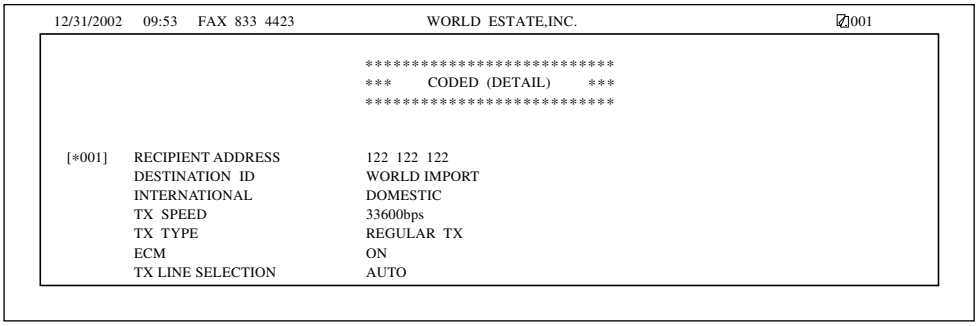


12/31/2002 09:41 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** 1-TOUCH (DETAIL) ***
****

[01]	RECIPIENT ADDRESS	889 344 222
	DESTINATION ID	CANON U.S.A. NY
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps(0)
	TX TYPE	REGULAR TX
	ECM	ON
	TX LINE SELECTION	AUTO
	ACCESS CODE	111
[02]	RECIPIENT ADDRESS	GROUP DIAL
	DESTINATION ID	CANON GROUP A
[03]	RECIPIENT ADDRESS	02231231123
	DESTINATION ID	SOUTHWEST
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
	ECM	ON
	TX LINE SELECTION	AUTO

■ Coded Speed Dialing List (Detail)

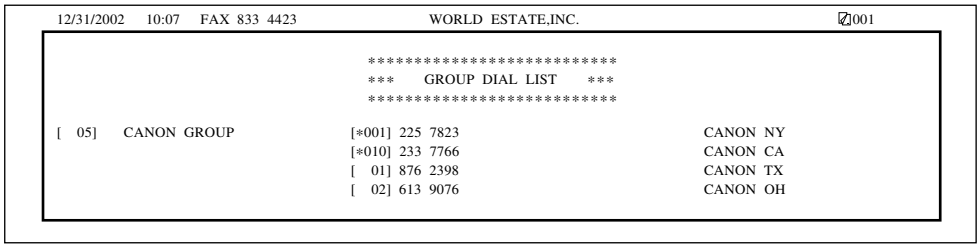


12/31/2002 09:53 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** CODED (DETAIL) ***
****

[*001]	RECIPIENT ADDRESS	122 122 122
	DESTINATION ID	WORLD IMPORT
	INTERNATIONAL	DOMESTIC
	TX SPEED	33600bps
	TX TYPE	REGULAR TX
	ECM	ON
	TX LINE SELECTION	AUTO

■ Group Dial List



12/31/2002 10:07 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** GROUP DIAL LIST ***
****

[05]	CANON GROUP	[*001] 225 7823	CANON NY
		[*010] 233 7766	CANON CA
		[01] 876 2398	CANON TX
		[02] 613 9076	CANON OH

■ **Access Code List**

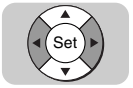
12/31/2002 10:32 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ACCESS CODE LIST ***
****

NO.	RECIPIENT ADDRESS	DESTINATION ID	TX TYPE	⏲
#111	732 2233	ADAM BOOKS,CPA	REGULAR TX	
#112	761 1298	JOHN BARRISTER	REGULAR TX	
#113	1 516 911 4411	NATALIE SMITH	REGULAR TX	
#114	1 914 438 3619	SEYMOUR GREEN	REGULAR TX	

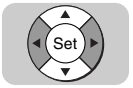
1 **Open all three one-touch speed dialing panels → press [Report].**

```
REPORT
 1.ACTIVITY REPORT
```



2 **Press [▼] or [▲] until <2.SPEED DIAL LIST> appears → press [Set].**

```
REPORT
 2.SPEED DIAL LIST
```
→
```
SPEED DIAL LIST
 1.1-TOUCH LIST
```



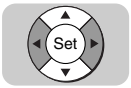
3 **Press [▼] or [▲] to select the name of the speed dialing list you want to print → press [Set].**

```
SPEED DIAL LIST
 3.1-TOUCH (DETAIL)
```
→
```
SORTED OUTPUT
 1.NO SORT
```

<1-TOUCH LIST>:	Prints the standard list of all one-touch speed dialing keys and numbers registered in the machine.
<CODED DIAL LIST>:	Prints the standard list of all coded speed dialing codes and numbers registered in the machine.
<1-TOUCH (DETAIL)>:	Prints a detailed list of all one-touch speed dialing keys and numbers registered in the machine in a stacked format.
<CODED (DETAIL)>:	Prints a detailed list of all coded speed dialing codes and numbers registered in the machine in a stacked format.
<GROUP DIAL LIST>:	Prints the list of one-touch speed dialing keys and coded speed dialing codes and numbers registered for group dialing.
<ACCESS CODE LIST>:	Prints the list of access codes registered for one-touch and coded speed dialing numbers.

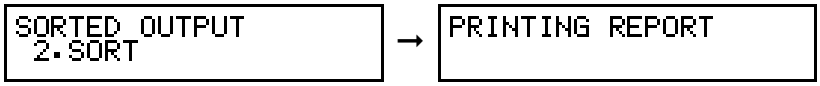
NOTE

If you select to print the Group Dial List, the Group Dial List starts printing without the procedures described below.



4 Press [▼] or [▲] to select <1. NO SORT> or <2. SORT> → press [Set].

<1. NO SORT>:	The one-touch or coded speed dialing numbers are printed from the lowest number to the highest number.
<2. SORT>:	The Destination ID (name) column is sorted in alphabetical order.



The machine starts printing the selected list.

Printing the User's Data List

Follow this procedure to print a comprehensive list of the current user data settings.

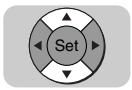
■ **User's Data List**

12/31/2002 13:36 FAX 833 4423 WORLD ESTATE,INC. ☑001

```
                          ***************************
                          ***    USER'S DATA LIST    ***
                          ***************************


1.PAPER SETTINGS
     MP TRAY                              USE
          MP PAPER SIZE                        LTR
     CASSETTE 1                           LTR
     CASSETTE 2                           LTR
     SELECT PAPER                         PLAIN PAPER

          TOTAL MEMORY                         8.176MB

          MAIN                 -----           USA-02-02
          MAIN2                -----           WLD-02-01
          ECONT                -----           0007
          OPT                  -----           WLD-31-02
          OPT2                 -----           WLD-02-01
```

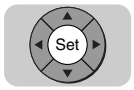
1 Open all three one-touch speed dialing panels → press [Report].

```
REPORT
 1.ACTIVITY REPORT
```



2 Press [▼] or [▲] until <3.USER DATA> appears.

```
REPORT
 3.USER DATA
```



3 Press [Set] to start printing.

```
PRINTING REPORT
```

Printing starts.

Reports

Reports contain information about past fax transactions. The Activity Report or the Activity Management Report prints a list of the past 40 transactions, and other reports report information about transactions as they occur.

Here is a summary of some of the abbreviations used in activity reports:

ST. TIME:	Represents the time the last attempt was made to transmit a document.
TIME USE:	Represents the amount of time it took during the last attempt to transmit. Note that the usage time does not reflect the total amount of time used to transmit all pages of the document when a retry attempt occurs. By printing an Activity Management Report and matching the transaction number of the TX report with the transaction number on the Activity Management Report, you can know exactly how many attempts were made to send the document, how many pages were sent during each attempt, and the usage time for each attempt. The usage time is printed in the <RESULT> column of the Activity Management Report along with any error codes. Two types of Activity Management Reports are available, Standard or TX/RX Separate. (See “Report Settings,” on p. 11-11.)
PGS.:	Represents the total number of pages that were successfully transmitted.
RESULT:	<OK> means all pages were transmitted either during the first attempt or after the first or second redialing attempt. The default, which is two redialing attempts, can be changed. (See “Setting Up Redialing,” on p. 3-23.) <NG> means that either some or no pages were transmitted after two redialing attempts.

Printing the Activity Management Report

Follow this procedure to print a list of the previous 40 transactions on your machine.

■ Activity Management Report

12/31/2002 15:14 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ACTIVITY REPORT ***
****

DEPT. ID:1234

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 15:11	ADAM BOOK,CPA (SENDER NAME)S.ROBERTS	0015	TRANSMIT ECM	1	OK 00'15

DEPT. ID:3111

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 15:11	ADAM BOOK,CPA (SENDER NAME)R.LOUIS	0015	TRANSMIT ECM	1	OK 00'15

■ Activity Management Report (TX/RX Separate)

You can set the machine to print sending and receiving transactions separately by setting the ACTIVITY REPORT item from the REPORT SETTINGS menu to 'TX/RX SEPARATE'. (See "Report Settings," on p. 11-11.)

12/31/2002 15:14 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** ACTIVITY MANAGEMENT REPORT TX ***
****

DEPT. ID:1234

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 15:11	ADAM BOOK,CPA (SENDER NAME)S.ROBERTS	0015	TRANSMIT ECM	1	OK 00'15

DEPT. ID:3111

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 15:11	ADAM BOOK,CPA (SENDER NAME)R.LOUIS	0015	TRANSMIT ECM	1	OK 00'15

****
*** ACTIVITY MANAGEMENT REPORT RX ***
****

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 12:49	BELZER,INC. 1 213 978 3314	5005	AUTO RX ECM	1	OK 00'20 1 STOP
∗12/31 14:33		5007	CONFID. RX	1	NG 00'00 0 #0995

If marked with an asterisk (*), the document has already been printed.

Transaction Number
Transaction Mode
Transaction via Error Correction Mode (ECM)
Number of Pages Transmitted Before an Error
Error Codes (See "Error Code Table (Listed by Number)," on p. 13-2.)
[Stop] Was Pressed During the Transaction

NOTE

- You can set up the following additional features using the ACTIVITY REPORT setting from the REPORT SETTINGS menu. (See “Report Settings,” on p. 11-11.)
  - Turn the automatic printing feature of the Activity Management Report ‘OFF’.
  - Set the machine to print an Activity Management Report at the same time everyday.

■ Department ID Report

If you set up Department ID Management, and the activity report feature is turned ON, transactions are listed by department in the Department ID report shown below. (See Chapter 4, “Restricting the Use of the Machine,” in the *Reference Guide*.)

12/31/2002 15:14 FAX 833 4423 WORLD ESTATE,INC. ☑001

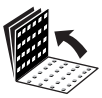
****
*** ACTIVITY REPORT ***
****

DEPT. ID:1234

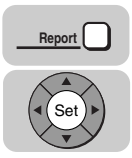
ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 15:11	ADAM BOOK,CPA (SENDER NAME)S.ROBERTS	0015	TRANSMIT ECM	1	OK 00'15

DEPT. ID:3111

ST. TIME	DESTINATION TEL/ID	NO.	MODE	PGS.	RESULT
∗12/31 15:11	ADAM BOOK,CPA (SENDER NAME)R.LOUIS	0015	TRANSMIT ECM	1	OK 00'15



1 Open all three one-touch speed dialing panels.



2 Press [Report] → [Set].

```
REPORT
 1.ACTIVITY REPORT
```

The machine prints an Activity Management Report in the standard format with all transactions listed chronologically.

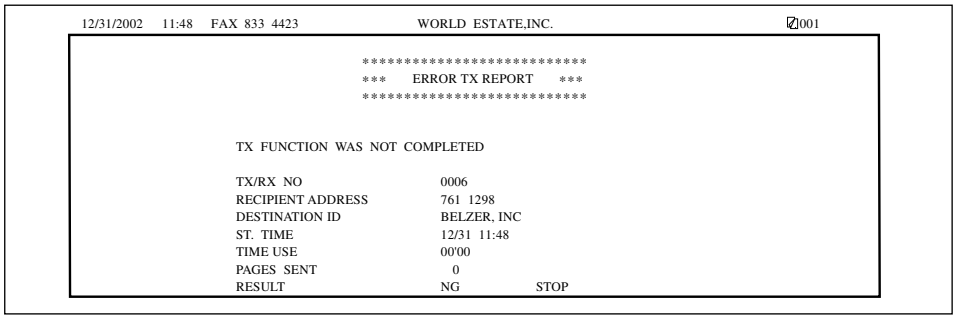
Activity Reports

The following reports, report information about transmissions as they occur:

For details about setting up these activity reports to print or turning the settings OFF, see “Report Settings,” on p. 11-11.

■ Error Report (TX)

The machine is set to print a report if an error occurs during sending. This is the default setting for the report settings.

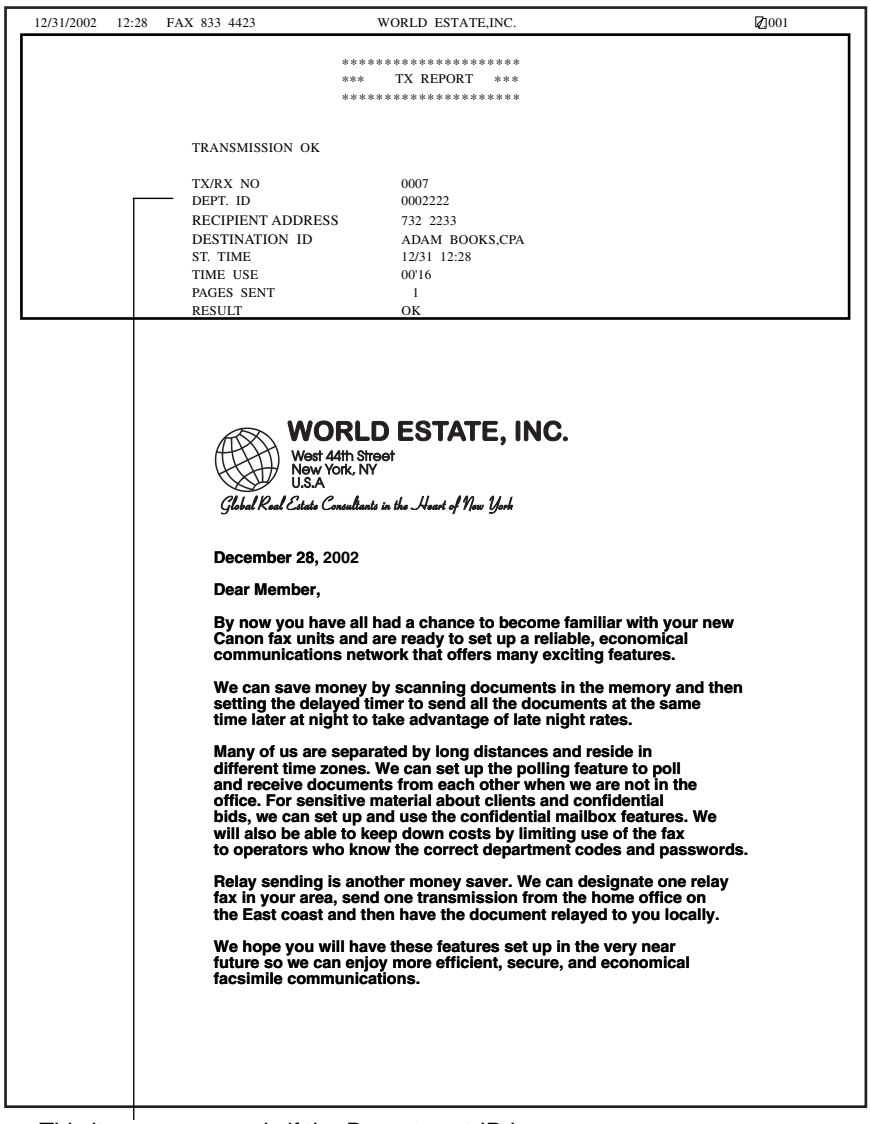


12/31/2002 11:48 FAX 833 4423 WORLD ESTATE,INC. ☑001

***

■ Transmission (TX) Report with First Page

You can adjust the transmission report setting to print the first page of the document as part of the report to remind you of the contents of the document. (See “Report Settings,” on p. 11-11.) This is only effective when you send documents using Memory Sending.



12/31/2002 12:28 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** TX REPORT ***
****

TRANSMISSION OK

TX/RX NO	0007
DEPT. ID	0002222
RECIPIENT ADDRESS	732 2233
DESTINATION ID	ADAM BOOKS,CPA
ST. TIME	12/31 12:28
TIME USE	00'16
PAGES SENT	1
RESULT	OK

WORLD ESTATE, INC.
West 44th Street
New York, NY
U.S.A
Global Real Estate Consultants in the Heart of New York

December 28, 2002

Dear Member,

By now you have all had a chance to become familiar with your new Canon fax units and are ready to set up a reliable, economical communications network that offers many exciting features.

We can save money by scanning documents in the memory and then setting the delayed timer to send all the documents at the same time later at night to take advantage of late night rates.

Many of us are separated by long distances and reside in different time zones. We can set up the polling feature to poll and receive documents from each other when we are not in the office. For sensitive material about clients and confidential bids, we can set up and use the confidential mailbox features. We will also be able to keep down costs by limiting use of the fax to operators who know the correct department codes and passwords.

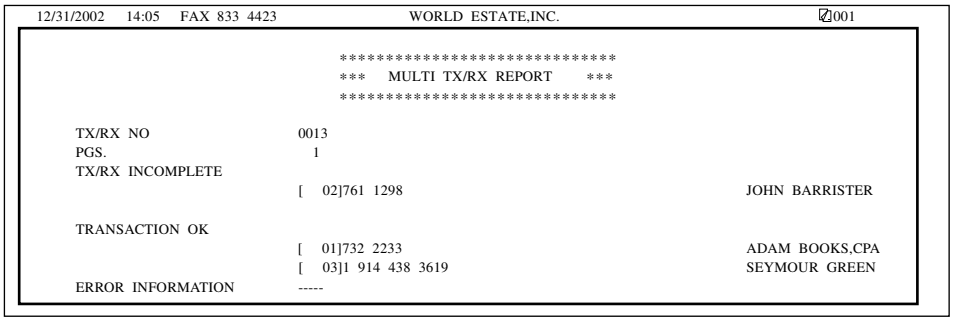
Relay sending is another money saver. We can designate one relay fax in your area, send one transmission from the home office on the East coast and then have the document relayed to you locally.

We hope you will have these features set up in the very near future so we can enjoy more efficient, secure, and economical facsimile communications.

This item appears only if the Department ID has been set.

■ Multi-Transaction Report

If the transmission was a sequential broadcast, then a Multi-Transaction Report is printed.



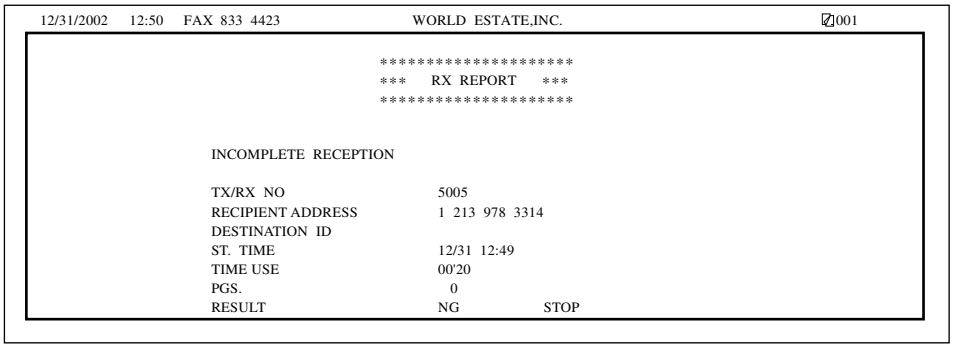
12/31/2002 14:05 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** MULTI TX/RX REPORT ***
****

TX/RX NO	0013	
PGS.	1	
TX/RX INCOMPLETE		
	[02]761 1298	JOHN BARRISTER
TRANSACTION OK		
	[01]732 2233	ADAM BOOKS,CPA
	[03]1 914 438 3619	SEYMOUR GREEN
ERROR INFORMATION	-----	

■ Error Report (RX)

You can set the machine to print a report every time an error occurs when you receive a document. Otherwise, only an error message is displayed.



12/31/2002 12:50 FAX 833 4423 WORLD ESTATE,INC. ☑001

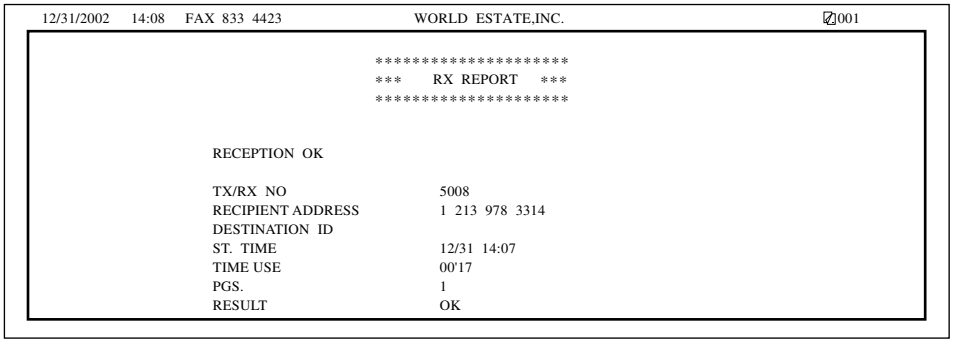
****
*** RX REPORT ***
****

INCOMPLETE RECEPTION

TX/RX NO	5005
RECIPIENT ADDRESS	1 213 978 3314
DESTINATION ID	
ST. TIME	12/31 12:49
TIME USE	00'20
PGS.	0
RESULT	NG STOP

■ Reception (RX) Report

You can set the machine to print an activity report every time you receive a document.



12/31/2002 14:08 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** RX REPORT ***
****

RECEPTION OK

TX/RX NO	5008
RECIPIENT ADDRESS	1 213 978 3314
DESTINATION ID	
ST. TIME	12/31 14:07
TIME USE	00'17
PGS.	1
RESULT	OK

■ Confidential Receive Report

When the machine receives a confidential document, it displays a message, and prints a report.

```
RECEIVED IN MAILBOX
```

```
12/31/2002  13:34  FAX 833 4423          WORLD ESTATE,INC.          001

                    ****************************
                    ***  CONFID. RX REPORT   ***
                    ****************************

CONFIDENTL MAILBOX #      #12
CONFID. MAILBOX NAME      ADM
TX/RX NO                  5003
RECIPIENT ADDRESS         0311111111
SUBADDRESS                                    12
DESTINATION ID
ST. TIME                  07/11 18:09
TIME USE                  00'14
PGS.                        1
RESULT                    OK
```

NOTE

You can turn the Confidential Receive Report 'OFF' from the REPORT SETTINGS menu. (See "Report Settings," on p. 11-11.)

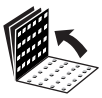
■ Relay Broadcast Report

The Relay Broadcast Report is sent from a relay unit to the originator after the documents from the originator have been relayed by the relay unit. This feature is set from the RELAY TX GROUP menu. (See "Setting Your Machine as a Relay Unit," on p. 6-3.)

```
12/31/2002  12:50  FAX 833 4423          WORLD ESTATE,INC.          001

                    ********************************
                    ***  RELAY BROADCAST REPORT  ***
                    ********************************

TX/RX NO                  5165
PGS.                        1
TX/RX INCOMPLETE          -----
TRANSACTION OK            [  01]55086          AK ENTERPRISES
                          [  02]55074321       ENVIRONS CORP.
ERROR INFORMATION         -----
```

Cancel Report Printing

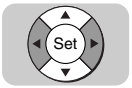
Follow the procedure below to cancel the report printing using the CANCEL REPORT item from the REPORT menu.



1 Open all three one-touch speed dialing panels.

2 Press [Report].

```
REPORT
 1.ACTIVITY REPORT
```



3 Press [▼] or [▲] until <6.CANCEL REPORT> appears → press [Set].

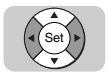
```
REPORT
 6.CANCEL REPORT
```

→

```
FAX 12/31/2002 03:40
AUTO
```

Printing is canceled.

● **If there are multiple jobs:**



❑ Press [▼] or [▲] to select the report you want to cancel → press [Set].

NOTE

If you want to cancel multiple jobs, select one job at a time, and cancel them one by one.

Memory Lists

Memory lists report information about what information is stored in the memory at the current time.

Confidential Mailbox List

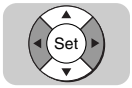
Follow this procedure to print a list of all the confidential mailboxes registered in the machine. This list also shows you which confidential mailboxes are currently holding documents.

NOTE

This list does not list the passwords for the confidential mailboxes.

1 Open all three one-touch speed dialing panels → press [Report].

```
REPORT
 1.ACTIVITY REPORT
```



2 Press [▼] or [▲] until <5.CONF MAILBX LIST> appears → press [Set].

```
REPORT
 5.CONF MAILBX LIST
```

→

```
PRINTING REPORT
```

Printing starts.

12/31/2002 14:50 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** CONFIDENTIAL MAIL BOX REPORT ***
****

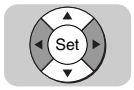
CONFIDENTIAL MAILBOX #	CONFID. MAILBOX NAME	PGS.
01	LOUIS	1
02	ROBERTS	3
03	THOMAS	4
04	DILLON	2

Document Memory List

Follow this procedure to print a Document Memory List for all documents currently stored in the memory.

1 Open all three one-touch speed dialing panels → press [Report].

```
REPORT
 1.ACTIVITY REPORT
```



2 Press [▼] or [▲] until <4.DOC. MEMORY LIST> appears → press [Set].

```
REPORT
 4.DOC. MEMORY LIST   →   PRINTING REPORT
```

Printing starts.

12/31/2002 13:01 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** DOCUMENT MEMORY LIST ***
****

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME	SENDER NAME
0011	DELAYED TX	[*002]HUNT INVESTMENTS	2	12/31 13:00	23:30	R.LOUIS

Memory Clear Report

If a power failure occurs, the documents currently stored in memory can be saved for approximately 12 hours. If power is not restored to the machine within 12 hours, the documents in memory are lost. If this time limit has elapsed by the time power is restored to the machine, a list of documents deleted from memory is printed automatically.

12/31/2002 11:52 FAX 833 4423 WORLD ESTATE,INC. ☑001

****
*** MEMORY CLEAR REPORT ***
****

MEMORY FILES DELETED

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME	SENDER NAME
0011	TRANSMIT	[*002]HUNT INVESTMENTS	2	12/31 13:00	23:30	R.LOUIS
5011	CONFID. RX		1	12/31 14:46	-----	

13 Troubleshooting

CHAPTER

This chapter describes the procedures for taking corrective action in the event that errors or trouble occurs.

Error Code Table (Listed by Number) 13-2

List of LCD Display Messages (Alphabetical List) 13-8

When Trouble Occurs 13-14

- Sending Documents 13-14
- Receiving Documents 13-18
- Copying Documents 13-19
- Other Troubles 13-20

Error Code Table (Listed by Number)

Errors in reports are recorded as numbers because there is not enough space to print a detailed description of the error in the report. When errors are recorded in reports, note the error code number, and check it against the table below to learn more about what caused the error and how to remedy it.

#0001

Cause	A document may be jammed in the ADF (Automatic Document Feeder) when using direct sending.
Remedy	Remove the jammed document and try again. (See Chapter 7, “Troubleshooting,” in the *Reference Guide*.)

#0003

Cause	The document is longer than 39 3/8'' inches (1 meter) or it has taken more than 32 minutes to send the document when using direct sending.
Remedy	Make a reduced copy of the document with a copy machine, then send the copy. You can also cut the document to the effective scanning size for faxing or copying. (See “Document Size,” on p. 14-5.)

#0005

Cause 1	The other party’s fax machine did not respond within 55 seconds.
Remedy	Send the document again. Contact the other party and have them check their fax machine. You can try to send the document manually. If you are making an overseas call, add pauses to the registered number.
Cause 2	The other party is not using a G3 fax machine.
Remedy	Check with the other party, and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode that the other party supports.

#0008

Cause You cannot perform polling sending.

Remedy Make sure the subaddress/passwords matches the settings on the other party's fax machine. If the other party's fax machine is a Canon fax machine and can set a polling ID, request that the other party set their polling ID to '255' decimal or '1111 1111' binary.

#0009

Cause 1 The paper cassette on your machine is out of paper.

Remedy Refill the paper cassette, and make sure the paper stack is below the tabs. (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)

Cause 2 If the paper cassette is still loaded with paper, the paper cassette may not be installed correctly.

Remedy Check all paper cassettes, and make sure they are installed correctly.

Cause 3 Recording paper may have jammed inside the paper cassette.

Remedy Check the paper cassette, and clear the paper jam. (See Chapter 7, "Troubleshooting," in the *Reference Guide*.)

#0011

Cause If you are polling a fax machine to receive a document, the other party has not set the document correctly on the machine.

Remedy Contact the other party and request that the document be set correctly for polling on their machine.

#0012

Cause The other fax machine has run out of paper and its memory is full.

Remedy Contact the other party, and tell them to refill their paper cassette.

#0018

Cause The other fax machine does not answer even after several redialing attempts, or the other fax machine is busy and did not respond within 55 seconds.

Remedy	Wait a few minutes and try sending again. If you still cannot send the document, contact the other party and confirm that the other fax machine has been turned ON. If the other fax machine is busy, try sending your document at a later time. When you send documents long distance, press [Redial/Pause] after dialing. (See “Dialing Long Distance with Regular Dialing,” on p. 3-14.)

#0021

Cause	You cannot perform polling receiving.
Remedy	Make sure the subaddress/password matches the settings on the other party’s fax machine. If the other party’s fax machine is a Canon fax machine and can set a polling ID, request that the other party set their polling ID to ‘255’ decimal or ‘1111 1111’ binary.

#0022

Cause	The settings for the one-touch speed dialing keys or coded speed dialing codes you are using to dial the other party have been deleted.
Remedy	Reset the one-touch or coded speed dialing settings. (See “Setting Up One-Touch Speed Dialing,” on p. 2-6, or “Setting Up Coded Speed Dialing,” on p. 2-15.)

#0025

Cause 1	While registering the number for one-touch or coded speed dialing, you registered the number for confidential or relay sending, but omitted the subaddress.
Remedy	Open the OPTIONAL SETTING menu for one-touch or coded speed dialing, and make sure that you have entered a subaddress and password (if required) for the telephone number. (See “Setting Up One-Touch Speed Dialing,” on p. 2-6, or “Setting Up Coded Speed Dialing,” on p. 2-15.)
Cause 2	After setting up relay broadcasting or confidential sending, the subaddress/password settings for one-touch or coded speed dialing may have been changed.
Remedy	Confirm the settings for one-touch or coded speed dialing, and make sure the subaddress/password settings have not been changed. (See “Setting Up One-Touch Speed Dialing,” on p. 2-6, or “Setting Up Coded Speed Dialing,” on p. 2-15.)

#0033

Cause You have attempted to send a confidential document to a fax machine that does not support the use of an ITU-T subaddress.

Remedy Send the document without confidential settings, or send the document to a fax machine that supports the use of ITU-T subaddresses.

#0034

Cause You sent a confidential document to another fax machine, but it was rejected.

Remedy Contact the other party and confirm the settings of the other party's confidential mailbox.

#0035

Cause You have attempted to relay a document to a fax machine that does not support the use of ITU-T subaddresses.

Remedy Send the document to the fax machine using regular dialing methods.

#0036

Cause You have attempted to relay a document to a fax machine, but it was rejected.

Remedy Contact the other party and confirm that their relay settings match the relay settings on your machine.

#0037

Cause The memory in your machine is full and cannot store a document for sending or receiving.

Remedy Before you try to clear the memory, you may want to print a memory list for reference. (See "Memory Lists," on p. 12-16.) However, if there are documents in memory that you do not need, erase those documents from memory.

#0059

Cause The number you had dialed did not match the registered number of the other party's fax machine. The other party did not register their fax number, or the number registered on the other party's machine is not correct.

Remedy Call the other party and ask them to register the number or correct the number. Or, set PHONE NO. CHECK from the SYSTEM SETTINGS menu to 'OFF' on your machine.

#0080

Cause The other party's fax machine does not support receiving a document with an ITU-T subaddress.

Remedy Call the other party, and confirm whether their fax machine supports ITU-T subaddress receiving. If their machine does not support ITU-T subaddress receiving, try sending the document again without a subaddress.

#0081

Cause The other party's fax machine does not support receiving a document with an ITU-T password.

Remedy Call the other party, and confirm whether their fax machine supports ITU-T password receiving. If the other party's fax machine does not support ITU-T password receiving, try sending the document again without a password.

#0082

Cause The other party's fax machine does not accept a polling request with a subaddress.

Remedy Call the other party, and confirm whether their fax machine accepts a polling request with a subaddress. If the other party's fax machine does not accept a polling request with a subaddress, try sending the document again without a subaddress.

#0083

Cause You cannot poll the other party to receive a document because a subaddress and/or password does not match.

Remedy Call the other party and confirm that the subaddress and/or password that you are using are correct.

#0084

Cause The other party sent out a polling request, but cannot receive a document with an ITU-T password.

Remedy Call the other party, and confirm whether the other party's fax machine supports sending a polled document with an ITU-T password. Ask the other party to try polling your machine again without an ITU-T password.

#0102

Cause 1 You cannot receive documents because a subaddress and/or password does not match.

Cause 2 You have sent a document to the other party's confidential mailbox without specifying its subaddress and/or password.

Remedy Call the other party, and confirm whether you are using the correct subaddress and/or password.

#0995

Cause Documents which are stored in the memory to be sent at a later time have been cleared.

Remedy Store the documents again, start a new operation, or leave the machine in the Standby mode.

##0322 to ##0330

Cause A fatal error has occurred.

Remedy Contact your local authorized Canon dealer where you purchased your Canon product for assistance.

List of LCD Display Messages (Alphabetical List)

Below is a list of messages that are displayed on the screen when a problem occurs in the machine.

ALREADY IN USE

Cause The box number you entered is already in use. For example, you cannot use the same box number for a confidential mailbox and a polling box.

Remedy Select another box number.

AUTO REDIAL

Cause The other party's line was busy on the previous dialing attempt and your machine is dialing the number again.

Remedy To cancel redialing, press [Stop] if you are using Direct Sending. If you are using Memory Sending, press [Delete File] → select the transaction number → press [Set].

CHECK DOCUMENT

Cause A document page may be jammed or may not have been fed correctly by the ADF (Automatic Document Feeder).

Remedy 1 Clear the paper jam, and try placing the document again. (See Chapter 7, "Troubleshooting," in the *Reference Guide*.)

Remedy 2 If the document does not feed correctly, clean the rollers. (See Chapter 7, "Troubleshooting," in the *Reference Guide*.)

CHECK PRINTER

Cause Printer malfunction.

Remedy Press [Stop]. Disconnect the machine from its power source, wait a few minutes, then connect the power cord to the power outlet. If the machine is connected to a UPS (Uninterruptable Power Source), disconnect the power cord, and plug it into an AC outlet. If the message remains on the LCD display and the machine does not return to the Standby mode, call your local authorized Canon dealer.

CHECK PRINTER COVER

Cause The printer cover is not completely closed.

Remedy Check the printer cover, and make sure that it is completely closed. Make sure a toner cartridge is installed, and resting properly underneath the printer cover.

DOCUMENT TOO LONG

Cause The document is longer than 39 3/8" inches (1 meter).

Remedy Make a reduced copy of the document with a copy machine, then send the copy. You can also cut the document, and paste it onto smaller sheets of paper. (See “Document Size,” on p. 14-5.)

ENTER DEPT. ID

Cause The Department ID restriction is set.

Remedy You have to enter the Department ID and password (if set) in order to operate the machine.

HANG UP PHONE

Cause The transaction has completed but the handset is not sitting completely on its cradle.

Remedy Make sure the handset is sitting completely on its cradle.

INCORRECT PAPER SIZE

Cause The size of the paper that is loaded in the paper cassette or in the MP tray does not match the paper size setting in the PAPER SETTINGS menu.

Remedy Set the correct paper size for the paper stack that is loaded in the paper cassette or in the MP tray. (See Chapter 2, “Getting Started,” in the *Reference Guide*.)

MEMORY FULL

Cause The memory is full.

Remedy 1 If the document has been received in memory, print the document. (See “Printing a Document in Memory,” on p. 9-18.)

Remedy 2 If documents have been received in confidential mailboxes, print them. (See “Receiving a Confidential Document,” on p. 7-10.)

Remedy 3 Check the contents of the memory. If there are unnecessary documents stored in memory, delete them. (See “Erasing a Document from Memory,” on p. 9-22.)

Remedy 4 If you tried to send a document with the ‘Ultra Fine’, ‘Super Fine’, or ‘Text/Photo’ document setting, try using the Direct Sending method, or set the resolution to ‘Fine’ or ‘Text’, and send the document using Memory Sending.

MEMORY FULL PLEASE WAIT

Cause The memory is full.

Remedy Wait until the current document transmission is completed. Try sending your document again when the current transmission is complete.

NO DOC. STORED

Cause You tried to check the contents of the memory, but no documents are currently stored in memory.

Remedy Store documents if necessary.

NOT AVAILABLE NOW

Cause 1 You pressed a one-touch speed dialing or [Coded Dial] followed by a three digit code that is not registered for the feature you are trying to use.

Remedy Try again without using the feature, or assign the feature to the one-touch speed dialing key or coded speed dialing code.

Cause 2 When using Manual Sending, you pressed a one-touch speed dialing key or coded speed dialing code under which a group for group dialing has been registered.

Remedy Try sending your document with a one-touch speed dialing key or coded speed dialing code under which a group is not registered.

NOT FOUND, TRY AGAIN

Cause The box number you specified does not exist or has not been set up.

Remedy Try entering a different box number.

NOT REGISTERED

Cause You pressed a one-touch speed dialing key or [Coded Dial] followed by a three digit code, but no telephone number is registered.

Remedy 1 If you have forgotten where the desired telephone number is registered, use directory dialing. (See “Using Directory Dialing,” on p. 2-39.)

Remedy 2 You can also print a list of all numbers registered for speed dialing. (See “Printing the Speed Dialing Lists,” on p. 12-2.)

OUTPUT TRAY FULL

Cause The output tray is full of paper.

Remedy Pick up the printed pages in the tray.

PRINT LIMIT REACHED

Cause Printing has been restricted.

Remedy Set RESTRICT PRINTING from the DEPT. ID MANAGEMNT menu to ‘OFF’. (See Chapter 4, “Restricting the Use of the Machine,” in the *Reference Guide*.)

PRT ALT. PAPER SIZE? YES=(*) NO=(#)

Cause The size of the available recording paper loaded in a paper cassette does not match the size of the document waiting to be printed.

Remedy If you do not mind printing the document on a different paper size, press [*]. If you want to print on the correct paper size, press [Stop] → load the correct size paper → press [Start].

REC. PAPER JAM

Cause Paper has jammed in the paper cassette or inside the printer.

Remedy Clear the paper jam. After clearing the jammed paper, open and close the printer cover to reset the printer. (See Chapter 7, “Troubleshooting,” in the *Reference Guide*.)

RECEIVED IN MEMORY

Cause The machine has run out of recording paper, the toner supply in the toner cartridge needs to be replaced, or the output tray is full of paper.

Remedy Load paper into the paper cassettes, change the toner cartridge, or pick up the printed pages in the tray. Once one of these tasks are completed, the document prints automatically. (See “When the Machine Displays <RECEIVED IN MEMORY>,” on p. 9-15.)

REPLACE CARTRIDGE

Cause The toner cartridge has run out of toner.

Remedy Replace the toner cartridge. (See Chapter 6, “Maintenance,” in the *Reference Guide*.)

START AGAIN

Cause An error has occurred in the telephone line or in your machine.

Remedy 1 Start the procedure from the beginning.

Remedy 2 If the problem persists, call your local authorized Canon dealer for service.

STOP KEY PRESSED/PRESS SET KEY

Cause You pressed [Stop] to cancel the current transaction.

Remedy Press [Set] to return the machine to the Standby mode.

SUPPLY REC. PAPER

Cause Your machine has run out of paper.

Remedy Reload the paper cassettes. (See Chapter 6, “Maintenance,” in the *Reference Guide*.)

TRANSMITTING PLEASE WAIT

Cause You tried to use direct sending while the machine was sending another document.

Remedy Wait until the transmission is finished, then try sending your document again.

TX LIMIT REACHED

Cause	Sending has been restricted.
Remedy	Set RESTRICT TX from the DEPT. ID MANAGEMNT menu to 'OFF'. (See Chapter 4, "Restricting the Use of the Machine," in the *Reference Guide*.)

When Trouble Occurs

If an error occurs during sending or receiving, or there is malfunction in the machine, check the following causes and remedies.

Sending Documents

Cannot send document after dialing.

Cause 1 The documents are not correctly set in the ADF (Automatic Document Feeder).

Remedy Remove the documents, and set them correctly on the machine. (See “Setting the Document on the Machine,” on p. 3-3.)

Cause 2 The number is not dialed correctly.

Remedy Check the number registered under the speed dialing key, and make sure it is correct. You may want to print a list of all registered speed dialing numbers that are assigned to keys or codes. If you do not have time to check and correct the registered number immediately, use regular dialing. (See “Printing the Speed Dialing Lists,” on p. 12-2, and “Using Speed Dialing,” on p. 2-32.)

Cause 3 The transmission speed is too fast for the telephone lines in your area, or the telephone lines in your area may be in poor condition.

Remedy Select a slower transmission speed.

Cause 4 The other fax machine is out of paper.

Remedy Call the other party, and make sure their fax machine is supplied with paper.

The memory fills up immediately when you try to send.

Cause 1 You are using high-resolution scan settings such as ‘Fine’, ‘Super Fine’, ‘Ultra Fine’, or ‘Text/Photo’.

Remedy The ‘Fine’, ‘Super Fine’, ‘Ultra Fine’, or ‘Text/Photo’ settings can use large amounts of memory when scanning certain types of documents. Use the standard scanning mode and direct sending to send your document. (See “Direct Sending,” on p. 3-18.)

Cause 2	You have a lot of documents stored in memory.
Remedy	Delete the documents you do not need from the memory. (See “Erasing a Document from Memory,” on p. 9-22.)

Documents are streaked with lines after they print on the other fax machine.

Cause	The scanning glass on your machine is not clean.
Remedy	Copy a document on your machine, and see if the copy is streaked or dirty. If the copy is streaked or dirty, clean the scanning glass. (See Chapter 6,“Maintenance,” in the *Reference Guide*.)

Your documents are printed at a reduced size on the other fax machine.

Cause	The document feed guides are not set properly when you scan documents for sending.
Remedy	Make sure the document feed guides are snug against the sides of the documents you scan for sending. (See “Setting the Document on the Machine,” on p. 3-3.)

The documents you send are too light.

Cause 1	The Lighter indicator above [Contrast] on your operation panel is ‘ON’.
Remedy	Press [Contrast] until ‘Standard’ or ‘Darker’ is selected. (See “Adjusting the Scan Settings,” on p. 3-4.)
Cause 2	Your original document is too light.
Remedy	Press [Contrast] until ‘Darker’ is selected, then try sending again. (See “Adjusting the Scan Settings,” on p. 3-4.)
Cause 3	The scanning glass on your machine is not clean.
Remedy	Copy a document on your machine, and see if the copy is streaked or dirty. If the copy is streaked or dirty, clean the scanning glass. (See Chapter 6, “Maintenance,” in the *Reference Guide*.)

Cannot perform relay sending.

Cause 1	The relay unit does not support ITU-T subaddress/password transactions.
Remedy	If the relay unit does not support ITU-T subaddress/password transactions, you cannot perform relay sending.
Cause 2	The relay unit has not set up a relay group correctly.

Remedy The relay group must be set up correctly on the relay unit, and the relay unit must tell you the subaddress and password. If the relay unit has set an ITU-T password, then you must send the document with the correct subaddress and password. (See “Sending a Document to a Relay Unit with Speed Dialing,” on p. 6-12.)

Cause 3 The ITU-T subaddress/password does not match those of the relay unit.

Remedy Make sure that you set the correct ITU-T subaddress/password. (See “Sending a Document to a Relay Unit with Speed Dialing,” on p. 6-12.)

Cause 4 The memory of the relay unit is full.

Remedy Check with the party whose machine is the relay unit to make sure that there is enough memory in their machine to receive your document. If there is not enough memory to receive your document, ask them to clear the relay unit’s memory. Try sending the document again.

Cannot perform confidential sending.

Cause 1 The other fax machine does not support ITU-T subaddress/password transactions.

Remedy If the other fax machine does not support ITU-T subaddress/password transactions, you cannot perform confidential sending.

Cause 2 The other party has not set up a confidential mailbox.

Remedy The other party must set up a confidential mailbox on their fax machine, and tell you the subaddress and password. If the other party has set an ITU-T password, then you must send the document with the correct subaddress and password. (See “Sending a Confidential Document,” on p. 7-12.)

Cause 3 The ITU-T subaddress/password does not match those of the other party’s confidential mailbox.

Remedy Make sure that you set the correct ITU-T subaddress/password. (See “Sending a Confidential Document,” on p. 7-12.)

Cause 4 The memory of the other fax machine is full.

Remedy Check with the other party, and make sure there is enough memory to receive your document. If there is not enough memory to receive your document, ask them to clear their memory. Try sending the document again.

Cannot relay a document from another fax machine.

Cause 1 The other fax machine does not support ITU-T subaddress/password transactions.

Remedy 1 If the other party's fax machine does not support ITU-T subaddress/password transactions, you cannot relay their documents.

Remedy 2 Make sure both the originator machine and your machine as the relay unit have registered the same ITU-T subaddress/password. (See "Setting Your Machine as a Relay Unit," on p. 6-3.)

Cause 2 Your machine is not set up to relay documents.

Remedy Make sure your machine is set up properly to relay documents. The relay feature must be turned 'ON'. (See "Setting Your Machine as a Relay Unit," on p. 6-3.)

Cause 3 The originator's ITU-T subaddress/password are not correct.

Remedy 1 The originator must send you the document with the correct ITU-T subaddress/password. The ITU-T password setting is optional. However, if you set a password for your relay TX group, then the originator must send the document with a matching password. Otherwise, your machine will not receive the document for relay broadcasting. (See "Sending a Document to a Relay Unit for Relay Broadcasting," on p. 6-11.)

Remedy 2 Check the relay TX group and determine if it has been set to check the identity of the originator before it receives the document for a relay broadcast. (See "Sending a Document to a Relay Unit for Relay Broadcasting," on p. 6-11.)

The other party cannot poll and receive your document.

Cause The other party's fax machine does not support ITU-T subaddress/password sending.

Remedy If the other party's fax machine does not support ITU-T subaddresses/passwords, designate a polling box #00 for the other party to poll, and scan the document without a subaddress/password. If the other party's machine is a Canon machine and can set a polling ID, ask them to set the polling ID to '255' decimal or '1111 1111' binary. (See "Setting Up Polling Sending," on p. 8-14.)

Receiving Documents

Cannot receive documents automatically.

Cause <MAN.> is displayed.

Remedy Set RECEIVE MODE to 'AUTO RX' from the RX SETTINGS menu. (See Chapter 4, "Receiving Documents.")

Cannot receive documents manually.

Cause 1 There is a document set in the ADF (Automatic Document Feeder).

Remedy You cannot receive if there is a document set in the Automatic Document Feeder. Remove the document and try again.

Cause 2 <AUTO> is displayed.

Remedy Set the RECEIVE MODE to 'MANUAL RX' in the RX SETTINGS menu. (See "Receiving Documents Manually," on p. 4-4.)

Cause 3 You pressed [Start] after you hung up the handset.

Remedy When you hear a high pitched tone, press [Start] before you hang up the handset. Review the procedure for manual receiving with the optional handset kit installed on the machine. (See "Receiving Documents Manually," on p. 4-4.)

The documents you receive are of poor quality.

Cause 1 Your toner cartridge is running low on toner.

Remedy Remove your toner cartridge and rotate it five or six times to evenly distribute the remaining toner, and try receiving the document again. If this does not solve the problem, you should change the toner cartridge. (See Chapter 6, "Maintenance," in the *Reference Guide*.)

Cause 2 The other fax machine is not functioning properly.

Remedy The sending fax machine usually determines the image quality. Try copying a document on your own machine. If the copy is clean, then the other fax machine has a problem. Call the other party and ask them to clean the scanning glass on their fax machine.

Cannot receive a confidential document in your confidential mailbox.

Cause The other party's fax machine does not support ITU-T subaddress/password transactions.

Remedy 1 If the other party's fax machine does not support ITU-T subaddress/password transactions, you cannot receive confidential documents.

Remedy 2 Make sure the other party knows the correct subaddress/password for your confidential mailbox.

Cannot poll another fax machine and receive its document.

Cause 1 You are polling without a subaddress/password.

Remedy If the other party's fax machine is a Canon fax machine and can set a polling ID, ask them to check their polling ID and set the polling ID to '255' decimal or '1111 1111' binary.

Cause 2 You are polling with an ITU-T subaddress or password.

Remedy 1 Contact the other party and confirm that their fax machine supports receiving a polling request with an ITU-T subaddress or password.

Remedy 2 If the other party's fax machine supports ITU-T subaddress/password polling, confirm that you are using the correct ITU-T subaddress and password.

Remedy 3 If the other party's fax machine does not support or not have set ITU-T subaddress/password polling, poll the other party without a subaddress/password. (See "Polling Other Fax Machines to Receive a Document," on p. 8-3.)

Copying Documents

Cannot copy.

Cause 1 The toner cartridge is out of toner.

Remedy Check the toner cartridge and, if you find it empty, replace it with a new one. (See Chapter 6, "Maintenance," in the *Reference Guide*.)

Cause 2 A paper jam has occurred.

Remedy Clear the jam and try copying again. (See Chapter 7, "Troubleshooting," in the *Reference Guide*.)

Cause 3 The machine is out of paper.

Remedy Reload the paper in the paper cassette or on the MP tray.

The copied document is reduced.

Cause The document feed guides are not snug against the sides of the document you are copying.

Remedy Make sure that the document feed guides are both against the sides of the document in the document feeder tray before you start copying. (See “Setting the Document on the Machine,” on p. 3-3.)

Copied documents are cut at the margins.

Cause The paper guides in the paper cassettes or the MP tray are not set with the correct width of the paper loaded.

Remedy Adjust the paper guides to the width of the paper that is loaded. (See Chapter 2, “Getting Started,” in the *Reference Guide*.)

Other Troubles

Sending and receiving documents is too slow.

Cause 1 When sending, the document mode for scanning documents is set to ‘Ultra Fine’, ‘Super Fine’, ‘Fine’, or ‘Text/Photo’.

Remedy If the indicator for ‘Ultra Fine’, ‘Super Fine’, ‘Fine’, or ‘Text/Photo’ is lit, press [Resolution] to select ‘Standard’, or press [Document Type] to select ‘Text’. (See “Adjusting the Scan Settings,” on p. 3-4.)

Cause 2 Your machine is set for ECM (Error Correction Mode) receiving or sending.

Remedy Because the machine is constantly checking for errors during transmission, ECM receiving or sending requires more time. The machine is set to conduct all transactions using ECM. If transmission speed appears to be extremely slow, you may be able to speed up transmission time by turning ECM ‘OFF’. (See “TX (Send) Settings,” on p. 11-14, or “RX (Receive) Settings,” on p. 11-17.)

The documents received are not printed.

Cause 1 The paper cassettes are not set correctly into the machine.

Remedy Insert the paper cassettes all the way into the machine until they lock into place. (See Chapter 1, “Before You Start Using This Machine,” in the *Reference Guide*.)

Cause 2 The machine is in the Memory Reception mode.

Remedy Turn ‘OFF’ the Memory Lock. (See “Turning Memory Lock OFF and Printing Documents,” on p. 9-14.)

Cannot get faxes from information services.

Cause Your machine is connected to a rotary pulse telephone line.

Remedy Even if your machine is connected to a rotary pulse telephone line, you can still get faxes from information services that require tone dialing. Open all three one-touch speed dialing panels → press [Tone]. (See “Tone Dialing on a Pulse Line,” on p. 10-4.)

Appendix

14
CHAPTER

This chapter describes the specifications of the machine, the type of documents you can scan, the glossary, and the index.

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Specifications

Specifications are subject to change without notice for product improvement or future release.

Operation

Item	Specification
Fax Printing Speed	Approximately 19 PPM (letter)
Scanning Method	Solid state electronic scanning by contact image sensor
Recording (Printing) Method	Laser beam electronic circuit
Print Resolution	1200 dpi x 1200 dpi
Applicable Lines	Subscribers telephone circuit (PSTN: Public Switched Telephone Network)

Dial Features

One-Touch Speed Dialing (Registration for 72 numbers)
Coded Speed Dialing (Registration for 128 numbers)
Group Dialing
Access Code Dialing
On-Hook Dialing
Manual Dialing with 10 Key Keypad
Automatic Redialing
Manual Redialing
Directory Dialing

Copier Features

Item	Specification
Scanning Resolution	600 dpi x 600 dpi (Interpolated)
Printing Resolution	1200 dpi x 1200 dpi
Copy Speed	Multiple copy speed approximately 19 cpm (letter)
Multiple Copy	Up to 99 pages

Telephone Features

Optional telephone handset
Extension telephone hookup
Remote reception by extension telephone
Tone key
Redial/Pause key

Fax Features

Item	Specification
Transmitting	Sequential broadcasting Confidential sending Relay broadcasting Password/subaddress sending Polling sending Delayed sending PIN Code access
Receiving	Remote reception Memory lock reception Polling reception Timer polling (Preset polling) Confidential mailbox Relay broadcasting Transfer Received image reduction Collating

Documents You Can Scan

Follow these guidelines if you need exact information about the dimensions of the types of documents you can scan.

Document Media to Avoid

Avoid trying to scan wrinkled or creased paper, carbon or carbon backed paper, curled paper, coated paper, torn paper, onion skin or other very thin paper.

Specifications for Paper Documents

Requirements for documents are as follows:

Quality:	Use plain bond, typewriter quality, without curls, folds, or rough edges.
Thickness:	0.002" to 0.009" (0.05 mm to 0.23 mm) when feeding a single paper document, or 0.002" to 0.005" (0.06 mm to 0.13 mm) when feeding a document with multiple pages
Storage:	63.5°F to 77°F (17.5°C to 25°C) 30% to 70% RH (Relative Humidity)

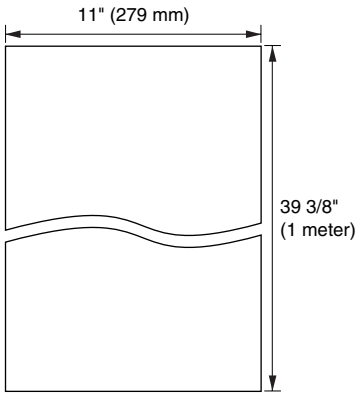
Document Thickness

The thickness of documents that you feed into the machine should be within 0.002" to 0.009" (0.05 mm to 0.23 mm) 0.002" to 0.005" (0.06 mm to 0.13 mm) when feeding a document with multiple pages. If you have to feed a thick document, first make a copy of the document on a copy machine, then send the copy.

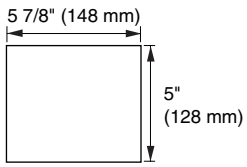
Document Size

Make sure the documents you feed into the machine are within the dimensions shown below. For documents that are larger or smaller than these recommended limits, reduce them or enlarge them on a copy machine, then send the copy.

Maximum Document Size

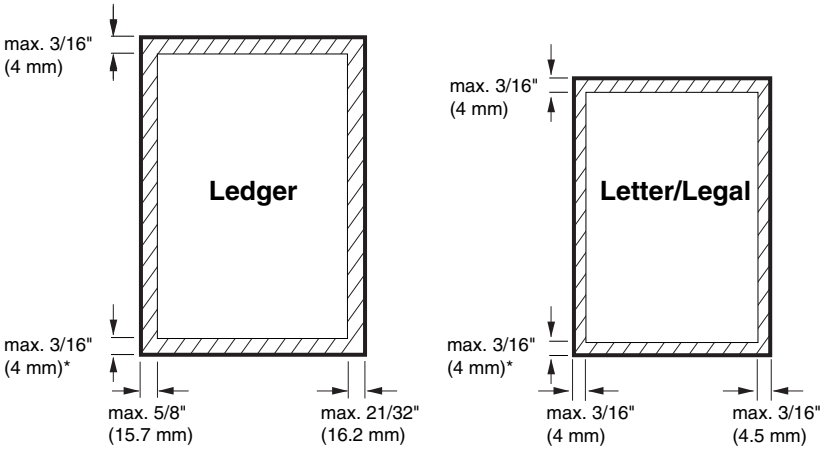


Minimum Document Size



Scanning Area

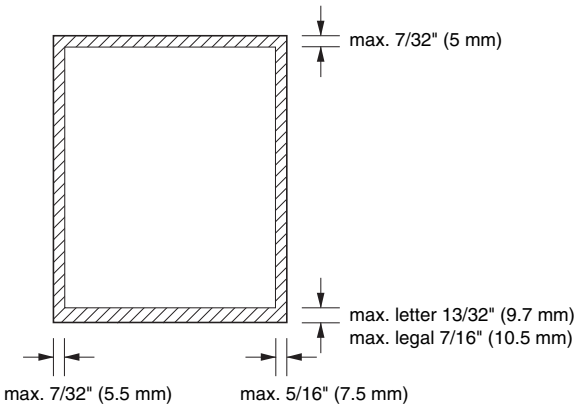
The shaded areas in the illustration below show the parts of the document page that are not scanned by the machine. Before you send a document, make sure the document margins are wider than the margins shown below.



* max. 7/32" (5.5 mm) using the Standard scanning mode

Printing Area

Note that the machine cannot print completely from the edge of one border to the other. There is a margin around the paper, and the size of the margin differs slightly from the paper size.



Glossary

A

Access code dialing

Access code dialing enables you to start a document transmission by pressing [#] (or another key depending on your setting) followed by an access code you register with the one-touch or coded speed dialing numbers.

Activity report

Journal of transactions, both sent and received.

ADF

Stands for automatic document feeder.

Automatic dialing

Dialing fax or telephone numbers by pressing one or four keys. To use automatic dialing, you must register the numbers in the machine's memory. *See also* One-Touch Speed Dialing, Coded Speed Dialing, Access Code Dialing, and Group Dialing.

Automatic redialing

When the other fax machine is busy or does not answer, the machine waits two minutes, and then automatically redials the same number. If there is still no answer, it makes one more attempt after waiting another two minutes. After the last unsuccessful attempt, the machine prints an Error TX report.

Automatic reduction of received image

At the top of the received document, the date, time, company name, and fax number can be printed. Because this extra information at the top of the received document requires additional space, the number of pages of the received document may increase. Automatic reduction of the received image avoids this by reducing the size of the printed image.

B

bps

Stands for bits per second. The measure of transmission speed used in relationship to networks and communication lines.

Broadcasting

Transmitting a document to more than one location.

C

CCITT/ITU-T

Formally known as CCITT, Consultative Committee for International Telegraph and Telephone. CCITT has been replaced by the International Telecommunications Unit-Telecommunications Sector (ITU-T), a committee created to set international standards for telecommunications.

Coded speed dialing

Enables you to automatically dial a facsimile number by pressing only four keys, [Coded Dial] and a three digit code. You can register up to 128 facsimile numbers for coded speed dialing. When you register the facsimile number, you can also enter the receiving party's name, set the speed for the transmission, and other useful features.

Confidential mailbox

A mailbox consisting of a two digit number between 00 and 99 in which to store confidential documents. If the number is a single digit, precede it with a zero. The machine can have up to 50 confidential mailboxes for individual users.

Confidential mailbox password

Confidential mailbox passwords are up to seven digits decimal numbers between 1 to 9999999. To print a confidential document received in memory, you must enter your confidential mailbox password. Remember your password. You will need it to print confidential documents received in memory. Later, if you want to change your password, you must first enter the current password before you are allowed to complete the procedure.

Confidential receiving

To receive a confidential document you must first create a mailbox and register a confidential mailbox password. You use the password to print out confidential documents that you receive in memory. Confidential mailbox passwords are up to seven digits decimal numbers between 1 to 9999999. When you receive a confidential document in your mailbox, the machine prints a Confidential RX report.

Confidential sending

There are two methods to send a confidential document: Register a telephone number with one-touch speed dialing or coded speed dialing registration. After you register the telephone number, feed the document into the machine, and press the keys for speed dialing. The other method is to press [Advanced Communication], select <CONFIDENTIAL>, and enter the ITU-T subaddress and password.

D

Default

The machine is programmed at the factory with settings that we recommend. These are known as factory default settings. You can customize your machine by programming settings other than the factory default settings. For details, see “How the Machine Operates with Default Settings,” on p. 10-22.

Delayed transmission

With delayed transmission (also called timer sending), you can set a time for the document to be sent. You do not have to be in the office when the document is sent at the specified time. With delayed transmission, you can send the same document to more than one destination at a preset time. If you frequently send the same document to several destinations, you can save time by using group dialing.

Density control

You can darken or lighten documents that you send or receive with keys at the top of the operation panel.

Destination label

Attachable labels used to label speed dialing keys on the machine. Write the name of the other party on the label, and paste the label above the key where his or her fax number is registered.

Dialing methods

Dialing numbers at the press of one or a few keys. To use automatic dialing, you must register the fax numbers in the memory of the machine.

- Regular dialing
- One-touch speed dialing
- Coded speed dialing
- Group dialing
- Access code dialing
- Directory dialing

Direct sending

Use direct sending if the memory is full, but you still want to send a document. Direct sending scans and sends one page at a time. The document is not scanned into the memory, so it takes a little more time to get your original document back.

Directory dialing

Enables you to look up the other party’s name and retrieve the number registered to the one-touch speed dialing, coded speed dialing, or group dialing. This feature is convenient when you know the other party’s name but cannot recall the speed dialing number where the number is registered.

Document

The single sheet or stack of papers containing the data you want to send through or receive from a fax machine.

Document density

The document density settings alter the lightness or darkness of the documents sent or received. *See* density control.

Document feeder tray

The document feeder tray can hold 50 sheets of letter or A4 size paper, or 20 legal, 11" x 17" or B4 size paper. You load a document once, and the machine feeds each sheet of the document one by one.

Document guides

Guides the document into the machine for scanning, copying, or sending.

Document memory list

The memory list shows what documents are currently stored in memory. Each memory list shows:

- Transaction number for each document.
- How each document was stored.
- Name and number the fax was sent to, if they are registered for one-touch or coded speed dialing.
- Number of pages in the document.
- Date and time each document was stored in memory, and when it will be sent.
- Sender's name (TTI).

Document output tray

Holds documents ejected from the machine after they have been scanned into memory, copied, or sent by direct sending.

Dual access

Enables you to scan a document, even if the machine is copying, sending or receiving a document. You do not have to wait until the machine finishes the current send/receive transmission. While the machine sends a document from the memory, you can load other documents into the memory, copy documents, print out reports, or register information.

Dual-Line Upgrade Kit

The optional Dual-Line Upgrade Kit enables you to connect two telephone lines to the machine. Both lines can be used simultaneously for facsimile transactions, either line can be given priority for transactions, or either line can be temporarily disabled.

E

ECM

Stands for Error Correction Mode. Reduces system and line errors when sending or receiving from another fax machine with ECM capability. When there is noise on the telephone line, a distortion or blank area can occur in the document received by the other party. ECM divides one page into a number of blocks and checks for lost data block by block. When some data is lost in a certain block, ECM repeats transmission from the beginning of that block after confirming that all data within the block can be transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective in countries where the telephone lines are in poor condition. There may be occasions when you want to turn ECM OFF. For instance, when you feel the transaction speed is extremely slow.

Error lamp

Blinks red when a paper jam occurs or the machine is running out of toner or paper.

F

Fine

Use this setting for documents with very small characters and lines. It is twice the standard resolution.

G

G3

Group 3 fax machines defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR), and JBIG.

Group dialing

Group dialing enables you to dial up to 199 previously registered one-touch speed dialing or coded speed dialing numbers together as a group. This means you only need to press a one-touch speed dialing key or [Coded Dial] followed by a three digit code to dial a large group of numbers automatically. You register each group of facsimile numbers under a one-touch or coded speed dialing key, so make sure a key is available before trying to register numbers for group dialing. Once a group is defined, you can add or delete numbers to/from the group.

I

In Use/Memory lamp

Flashes green when the telephone line is in use or when you are receiving a document. Maintains a steady green light when there are documents stored in memory.

ITU-T

See also CCITT/ITU-T.

J

Jack

The telephone line receptacles on your wall and on the side of the main unit used to connect your machine to the telephone line, handset, or extension telephone.

L

Long distance dialing

When dialing or registering long distance numbers, you sometimes have to insert a pause either within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or your local telephone company for further information if you experience problems with long distance dialing.

M

Manual receiving

Use this setting if you have installed the optional handset kit and there is only one line connected to your office which you use for both telephone and fax communication, and you want to monitor all incoming calls yourself. When you hear the telephone ring, pick up the handset and answer the telephone call. If you hear a slow beep, someone is trying to send you a facsimile transmission. Press [Start], and hang up the handset to start receiving the document. You cannot receive documents if there is another document being fed into the machine.

Manual redialing

When you use regular dialing, you can redial a number manually, simply by pressing [Redial/Pause] on the operation panel. The last number called is the number redialed.

Manual sending

Use manual sending when you have installed the optional handset kit or connected an extension telephone and you have to speak to the other party before you send the document. You may have to do this to send transmissions to older fax machines. Place the document on the machine, then dial the number. After the call connects, if you hear a high-pitched tone, press [Start] to send the facsimile, then hang up. If the other party or the other fax machine does not answer, hang up the handset. If the other party answers, tell them that you are going to send a facsimile transmission and that he/she should press the start key on his/her own machine. Press [Start] on your machine, then hang up the handset.

Memory broadcast

Enables you to send one scanned document to a maximum of 210 destinations using one-touch speed dialing, coded speed dialing, and regular dialing. Dial the numbers sequentially when you send a document. If you must do this frequently, register the numbers for group dialing.

Memory file

A document stored in memory is also called a memory file.

Memory list

See document memory list.

Memory lock

Usually a document is printed as soon as it is received, but the memory lock feature forces all documents to be received in memory until you enter a password to print them. This feature prevents printed documents from piling up in the paper output tray when the office is unattended. After you return to the office, you can print all documents stored in memory.

Memory reception password

Protects all documents received and stored in memory when the memory reception feature is turned ON. The memory reception password can be up to seven digits (from 1 to 9999999), and should be safeguarded to prevent access to your received documents that are stored in memory. The password unlocks the memory for printing all documents received while the Memory Lock mode is turned ON. *See* Memory Lock.

Memory sending

Scanning the document into memory before the machine dials the number and sends it. Scanning is fast, and you only have to wait until the original document is scanned, not until it is sent. You can get the original back much faster, and spend less time standing around the machine.

MP (Multi-Purpose) tray

Folds out from the machine and holds a variety of print media, including cut sheets, standard paper, envelopes, adhesive labels, and transparencies.

Multitransaction

Also called multiple transmission or sequential broadcast. This term refers to scanning a document once and sending it to more than one location. You can send a single document to a maximum of 210 destinations.

N

Noise

A general term applied to a number of problems that adversely affect the operation of telephone lines used for modem and fax communication.

Normal mode

Using the machine with its default settings.

Numeric keys

The numeric keys are the round keys on the operation panel marked the same as a standard telephone keypad. Press these keys to perform regular dialing. The numeric keys are also used to enter numbers, letters and symbols when registering fax and telephone numbers and names.

O

One-touch speed dialing

Each one-touch speed dialing key holds a fax telephone number and customized settings if necessary. After the numbers are registered, all you have to do is press one key to dial. Up to 72 numbers can be registered for one-touch speed dialing.

P

Pause

By pressing [Redial/Pause], you can enter a pause between the digits of a telephone number when you register the number for one-touch, or coded speed dialing, or during regular dialing. A pause may be required for a connection to an outside line, or some countries may require a pause for overseas fax transmissions.

Pause time

When registering long distance numbers, you sometimes have to insert a pause either within or after the number. The location of the pause and pause time depend on the system. Pauses entered within a number are two seconds long, and pauses at the end of a number are 10 seconds. A pause is inserted within a number or at the end of a number by pressing [Redial/Pause]. [Redial/Pause] is preset at the factory to enter a two second pause within a number, although this may differ according to your location. Pauses entered after a number are always fixed at 10 seconds. If you adjust the pause time, this only changes the length of the pauses inserted within numbers, and does not affect pauses entered at the end of numbers.

PBX

Stands for Private Branch Exchange. A PBX controls the flow of telephone traffic through the institution itself, including automatic call back, dialing, and paging systems. *See* switchboard.

PIN code

PIN Stands for Personal Identification Number. Some PBX (Private Branch Exchange) systems require that a PIN code be entered when dialing a number to make a call or send a document via fax machine. PIN codes prevent unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Depending on the requirements for the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix. If your PBX requires a PIN to connect to an outside line, the machine can be set up using the User Data Settings to prompt you for a PIN code every time you dial.

Polling box

The polling box is used to store documents for polling sending in memory. The polling box holds the scanned document in memory until the other party polls your machine to send the document.

Polling transmission

Polling means one fax machine requests another to send a document. This is useful when the sending party, the party with the original document, is not in the office, but the document must be sent out. The receiving party dials the fax holding the original and requests that it be sent. In other words, the receiver always polls the sender. Before using the polling feature, you have to set up polling boxes.

Preset polling box

Preset polling enables you to have your machine poll another machine at a preset time.

Printable area

The area of the document that can actually be reproduced and printed on the recording paper by the receiving machine. The print area is smaller than the paper.

Pulse

See rotary pulse.

R

Reduction mode

The machine's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the <RX REDUCTION> option.

Registering

A process by which you place fax or telephone numbers and names in the machine's memory for automatic dialing, so that you can save time dialing frequently called destinations.

Regular dialing

Dialing a number with the numeric keys. Use regular dialing to dial a number that is not registered for any of the automatic dialing methods. Press [Hook], then use the numeric keys to dial the number you want to call.

Relay broadcast

See relay sending.

Relay sending

Also called relay broadcast. You can send a document once to a fax in a distant location, then have that fax relay your document to several other destinations in the same area.

Relay TX group number

List of all facsimiles to receive a relayed document. These are two digit codes between 00-99. The group number is registered on the machine with the relay feature.

Remote receiving ID

The number you dial on an extension telephone to start receiving a fax. The default remote receiving ID is '25'. Dial 25, then hang up the handset of the extension telephone.

Remote reception

Enables you to receive a fax transmission with an extension telephone. To start receiving a fax, dial the remote receiving ID (25).

Reports

This is a list of reports printed by the facsimile:

- Activity Management Report (TX or RX): You can set the machine to print a report every time you send or receive a document. You can also set the machine to print part of the document on the report to remind you of the content of the document. To turn printing these activity reports ON and OFF, use the User Settings.
- Activity Report: Provides a record of the last 40 sending and receiving transactions. You can print out Activity Management Reports manually whenever you want to review the last 40 transactions, set the machine up to print them automatically after every 40 transactions, print the report at the same time everyday, or print the report showing the sending transactions of individuals or departments in your company, using department codes registered in the machine, as well as a list of receptions.
- Confidential RX Report: After you receive a confidential document in a mailbox, the machine prints out a confidential message notice. No special settings are required. Each notice shows the date and time you received the confidential document, the name and telephone number of the party sending the confidential document, whether the document was successfully received, and other useful information.
- Error TX Report: If the machine fails to send a document because the other party did not answer, even after automatic redialing, or if an error occurs, then your machine immediately prints an Error Transmission Report. The report includes the facsimile number of the other party so you can try sending again, and can print part of the first page of the document so you can identify it.
- Memory Clear Report: When documents are stored in the memory if power to the machine is cut OFF for more than 12 hours, the documents stored in memory are erased. After power is restored, a Memory Clear List prints to show you which documents have been erased. If power is restored within 12 hours, the documents are not erased, and no report prints.
- Multi TX/RX Report: When you send a document to more than one destination, the machine prints a report to show you the names and numbers of the other parties, whether the transactions were completed, and if any errors occurred. The machine automatically prints multitransaction reports for sending documents to more than one destination, delayed sending documents to more than one destination, sending documents through a relay fax to more than one destination, and sending confidential documents to more than one destination if the mailboxes are the same on every fax machine.
- Relay Broadcast Report: After sending a document through a relay fax, you may receive a Relay Broadcast Report from the fax machine that relayed the document. This shows whether the document was successfully relayed to all the destinations. To receive a report, the other machine must be set to print a Relay Broadcast Report.

Resolution

The density of dots for an output device like a fax, scanner, or printer. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 dpi x 600 dpi.

Restricted reception

The ability of the machine to restrict incoming documents. With this feature turned ON, the machine receives documents only from speed dialing numbers registered in your machine.

Rotary pulse

A rotary pulse or pulse dial telephone is dialed by manually rotating a dial to send pulses to the telephone switching system. When you pulse dial, you hear clicks. With tone dialing, you hear tones.

RX password

The ITU-T password set on your machine to match the ITU-T password of all incoming documents. If your RX password matches the ITU-T password of the incoming transmission, the document is received. If the passwords do not match, the document is not received. The maximum length of a password is 20 digits and may consist of numbers, spaces, asterisks (∗), and pound marks (#).

S

Scanning area

The scanning area is narrower than the original document size around the entire border, around the document. Documents you send should have some margin on the sides and the top and bottom. Anything over this margin cannot be scanned for sending.

Sender's name

Your name or company's name, your fax number, date and time the document was sent to the receiving party are printed on each page you send. You can register up to 99 sender's names that can be selected with [TTI Selector] before sending. Your name and facsimile number are printed at the top of the documents that you send.

Sending speed

The rate at which documents are sent over the telephone line. *See* also bps.

Sequential broadcasting

Enables you to send one scanned document to up to 210 destinations by using one-touch speed dialing, coded speed dialing, and regular dialing. Dial several numbers to send the document. If you do this frequently, you should register the numbers for group dialing.

Smoothing

Even if the image you receive from the other party's fax machine is of poor quality, your machine smooths the image to produce a better quality image.

Stamp

The optional stamp feature marks documents that have been scanned for transmission with a yellow circle stamped at the lower left side of the document.

Standard

Use this setting to send normal, typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby

The machine is ON, and ready to use. All operations start from the Standby mode, where the date and time are displayed.

Super Fine

This key increases the clarity of documents you send. The lamp shows you the current setting. It is four times the standard resolution.

Switchboard

Also called a PBX (Private Branch Exchange) internal switching system. If you have to dial an outside line number along with the regular facsimile telephone number, the outside line number must also be registered. Depending on the system, you may also have to insert a pause after the outside line number. [Redial/Pause] is preset at the factory to enter a two second pause. However, you can change the pause time to suit your PBX or telephone system. Before adjusting the pause time, check with your local authorized Canon dealer or your local telephone company about the correct pause time to use for your telephone system.

T

Timer sending

See delayed transmission.

Tone/pulse setting

This setting enables you to set the machine to touch tone (T) or pulse (P) dialing, depending on the type of telephone line you have installed.

Tone

You can switch temporarily from pulse to tone dialing by pressing [Tone] before dialing. Data services may require that you use tone dialing, so if you have a conventional pulse dial telephone, and need to use tone dial to access the data service, press [Tone] to tone dial on your pulse telephone line.

Toner cartridge

Your machine uses a patented FX7 cartridge which contains both the photosensitive drum and toner in one compact unit. For details about disposing of used toner cartridges, contact your local authorized Canon dealer.

Touch tone

A touch tone or tone dial telephone is dialed by pressing keys that send tones of varying pitch to the telephone switching system.

Transaction number

When a document is scanned into or received in memory, it is assigned a transaction number (TX/RX). You can select documents in the memory for sending, printing, or deleting by specifying the transaction number.

Transfer

A special feature you can set up on the machine that enables all documents received on the main fax machine to be transferred to another fax machine. For example, you could have the main fax machine in the office transfer all documents to your machine at home. You can set the day and time for this feature to turn ON and OFF. Please remember, however, that documents received in a confidential mailbox or a memory box cannot be transferred. *See also* transfer password.

Transfer password

Protects the transfer settings from unauthorized access. You must enter the transfer password, a code of up to seven digits (0-9999999), in order to view or change the transfer settings.

Transmission time

A fax transmission consists of three stages: the pre-message handshake, the message transmission, and the post-message handshake. The transmission time described in this manual is not the total time required for the entire transmission. It is only the time for the message transmission. The transmission time described in this manual is the fastest time achieved when faxes communicate in the same mode.

TTI

Stands for Transmit Terminal Identification. Also called sender information. The TTI is the name of the person or organization, and the facsimile number of the machine that sends a document. In addition to a unit name that you register for the machine, you can create up to 99 sender's names that can be selected and used in place of the unit name when you send a facsimile transmission.

TTI Selector

With this feature, you can select a name to be printed at the top of the message you send. Usually, you register your company's name as the TTI, but you can also use personal names.

TX password

The ITU-T password set on your machine that accompanies the document you send, and must match the RX password on the fax machine where it is received. If your TX password matches the RX password of the other party's fax, the document is received. If the password does not match, the document is not received. The maximum length of a password is 20 digits and may consist of numbers, spaces, asterisks (∗), and pound marks (#).

U

UHQ

Stands for Ultra High Quality Image. This enables you to send documents that are very close to the quality of the original.

Ultra Fine

This key increases the clarity of documents you send. The lamp shows you the current setting. It is eight times the standard resolution.

Urgent document

Use direct sending to send an urgent document ahead of documents in the memory waiting to be sent. Feed the urgent document into the machine → dial the fax number → press [Direct TX]. As soon as the machine finishes sending the current document from the memory, it sends the urgent document. *See also* direct sending.

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